SHARP®

# ELECTROSTATIC COPYING MACHINE

MODEL

# SF-2035

# OPERATION MANUAL

In some areas, the "POWER" switch positions are marked "I" and " ⏻ " on the copier instead of "ON" and "OFF".
The symbol " ⏻ " denotes the copier is not completely de-energized but in a stand-by condition at this "POWER" switch position.
If your copier is so marked, please read "I" for "ON" and " ⏻ " for "OFF".
CAUTION:
For a complete electrical disconnection, pull out the main plug.

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/EOK και 73/23/EOK, όπως οι κανονισμοί αυτοί συμπληρώθηκαν από την οδηγία 93/68/EOK.

Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC.

**Caution!**
**The socket-outlet shall be installed near the equipment and shall be easily accessible.**

# CONTENTS


Page

## GETTING STARTED
- INTRODUCTION ..... 2
- USING THIS MANUAL ..... 2
- A WORD ON COPIER INSTALLATION ..... 3
- CAUTIONS ..... 3
- PART NAMES AND FUNCTIONS ..... 4
  - Overall layout ..... 4
  - Operation panel ..... 6
- POWER ON AND OFF ..... 8
- INFORMATION FUNCTION ..... 9

## MAKING COPIES
- AUDIT ACCOUNTS ..... 10
- NORMAL COPYING ..... 11
- REDUCTION/ENLARGEMENT/ZOOM ..... 13
- DUAL PAGE COPYING ..... 15
- EDGE ERASE ..... 16
- MARGIN SHIFT ..... 17
- TRIMMING/MASKING ..... 18
- SPECIAL PAPERS (manual feed) ..... 20
- TWO-SIDED COPYING ..... 21
- INTERRUPTING A COPY RUN ..... 23
- JOB MEMORY ..... 24

## SUPPLIES
- TYPES AND SIZES OF COPY PAPER ..... 26
- LOADING COPY PAPER ..... 27
- ADDING TONER ..... 29
- USED TONER DISPOSAL ..... 30
- SUPPLIES AND STORAGE ..... 31

## COPIER TROUBLE?
- MISFEED REMOVAL ..... 32
- TROUBLESHOOTING ..... 36

## GENERAL INFORMATION
- USER MAINTENANCE ..... 38
- SPECIFICATIONS ..... 39

## OPTIONAL EQUIPMENT
- SYSTEM CONFIGURATION ..... 42
- REVERSING AUTOMATIC DOCUMENT FEEDER (SF-A54) ..... 43
- 20-BIN SORTER (SF-S15) ..... 49
- 20-BIN STAPLE SORTER (SF-S53) ..... 49
- STAND/500-SHEET PAPER DRAWER (SF-D20) ..... 61
- STAND/1000-SHEET PAPER DRAWER (SF-D21) ..... 61

- KEY OPERATOR PROGRAM ..... 65

# INTRODUCTION

Welcome to the world of high-quality copying with the SF-2035 modularly designed Copier. The Sharp SF-2035 system has been designed to give high copy productivity while offering convenient features.
To maximise the benefits of all the copier's features, please familiarise yourself with this manual and the Copier. Be sure to keep this manual available for quick reference whilst using the Copier.

# USING THIS MANUAL

This manual is intended as an operation guide for both general users and key operators.

## For General Users

It is recommended that you read the GETTING STARTED and MAKING COPIES sections to familiarise with the available features and functions of the SF-2035. Then refer to the manual as needed to become thoroughly familiar with those features you will normally use.

## For Key Operators

Please read all sections thoroughly to become familiar with all features and functions of the SF-2035. Throughout the manual, information which is relevant to key operator functions is noted by "★ *KEY OPERATOR.*" Please pay close attention to these notes and to the SUPPLIES and COPIER TROUBLE? sections so you can ensure smooth and efficient operation of your copier.
The KEY OPERATOR PROGRAM section has been written especially for you. It contains the programs and programming information that will enable you to tailor functions for the maximum benefit to your company.

## AB Series (metric) and Inch Series References

Both specifications are quoted where applicable. The inch series specifications is quoted in brackets.

ie. Page 3, item 4. —— 10 cm (4 inches)
Page 6, item ⑱ —— 86%, 81%, 70%, 50%,
(95%, 77%, 64%, 50%)

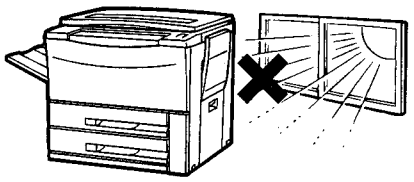
## Additional Information

The optional Stand/500-Sheet Paper Drawer (SF-D20) is not sold in some areas.

# A WORD ON COPIER INSTALLATION

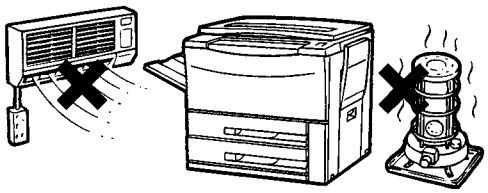


Improper installation may damage the Copier. Please note the following during initial installation and whenever the Copier is moved.



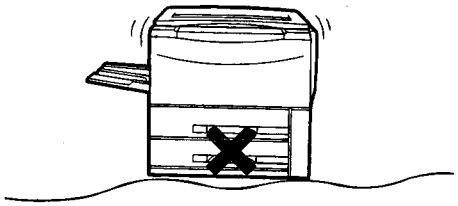
1. Be sure to use the rated power supply and to ensure that the copier's mains supply is earthed.

2. Do not install the Copier in areas that are:

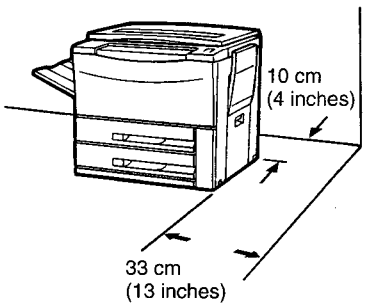


- damp or humid,
- exposed to direct sunlight,
- extremely dusty,
- poorly ventilated,
- subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater.

3. Place the Copier on a firm, level surface.



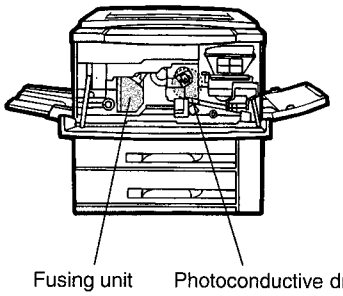
4. Keep the rear of the Copier at least 10 cm (4 inches) from any wall and 33 cm (13 inches) from any adjacent right wall for proper ventilation and cooling.




# CAUTIONS

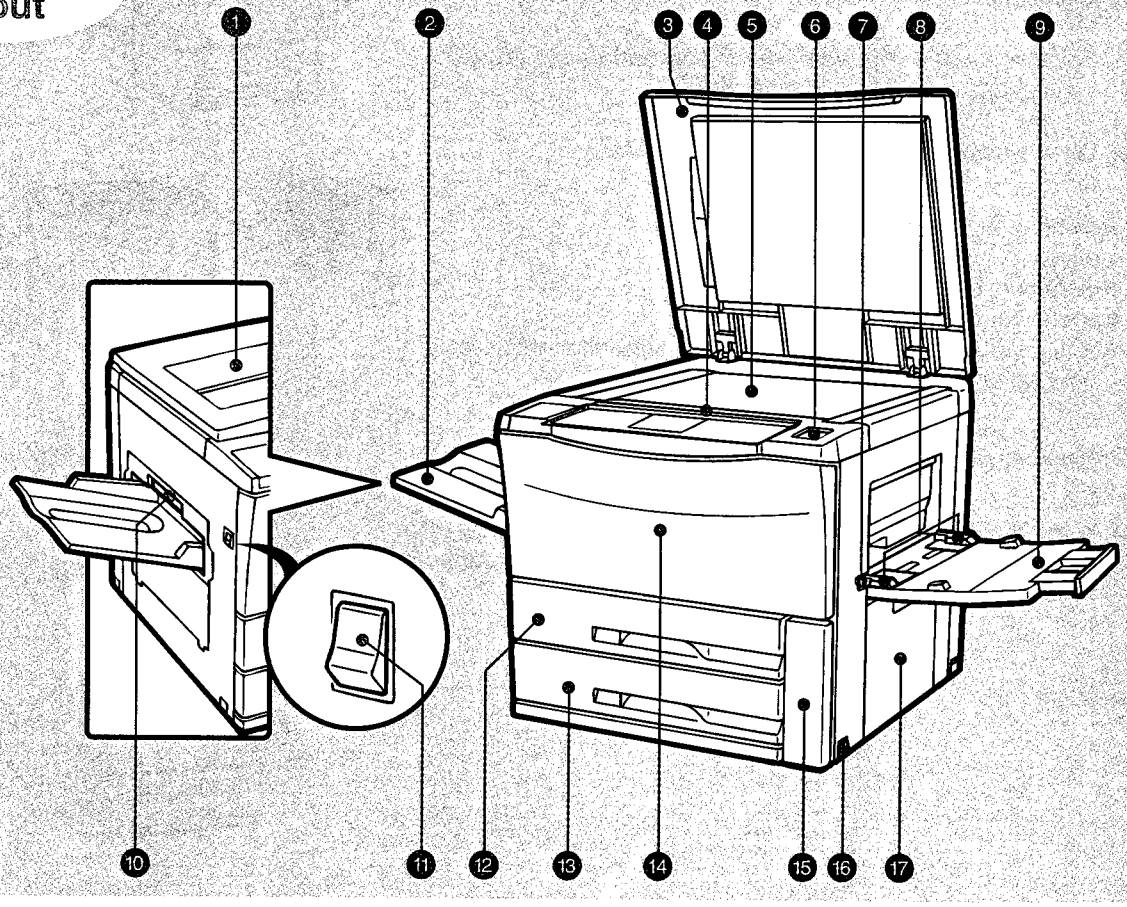
1. Do not touch the photoconductive drum. Scratches or smudges on the drum will cause dirty copies.

2. The fusing area is hot. Exercise care when inspecting this area.

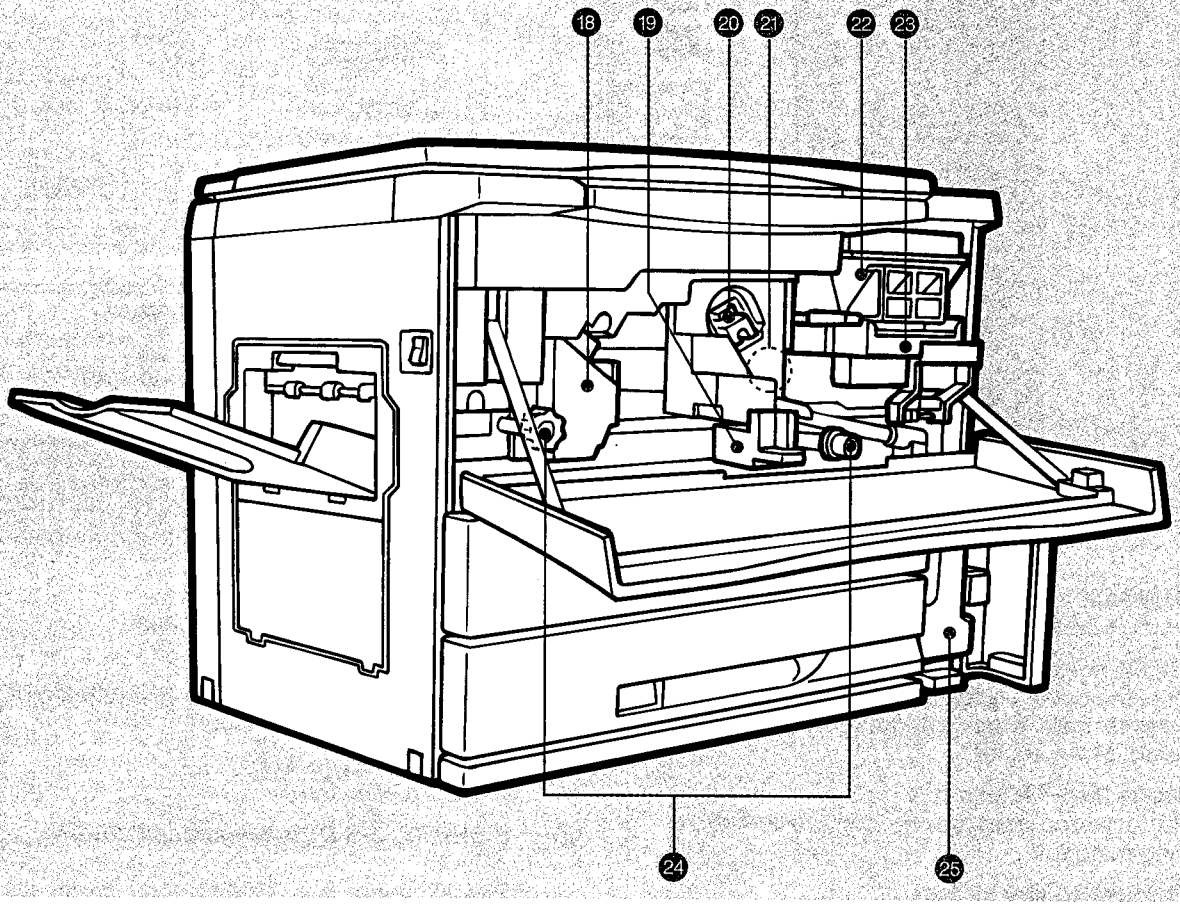


# PART NAMES AND FUNCTIONS

## Overall layout




1. **Document holder**
2. **Exit tray**
   Finished copies are deposited in the exit tray.
3. **Document cover (an option in some areas)**
4. **Operation panel**
   All Copier controls are located here for easy operation.
5. **Document glass**
   Place the document to be copied here.
6. **Paper clip tray**
   Holds paper clips.
7. **Manual feed release button**
   Press to remove misfed paper from the manual feed tray.
8. **Manual feed tray paper guides**
   Adjust to the width of the copy paper.
9. **Manual feed tray**
   Special papers (including transparency films) and copy paper can be fed from the manual feed tray.
10. **Exit area cover**
    Open to remove misfed paper.
11. **Power switch**
    Press to turn Copier power on and off.
12. **Duplex module/500-sheet paper drawer/Blank**
    The Copier can be equipped with either a duplex module or a 500-sheet paper drawer. Or it is closed up with a cover when neither of these is required.
    The duplex module provides automatic duplex copying capability. The 500-sheet paper drawer holds 500 sheets of paper.
13. **Lower paper tray**
    Holds 500 sheets of paper.
    Different sized copy paper can be set by changing the inner cassette.
14. **Front cover**
    Open to remove misfeeds and for Copier servicing.
15. **Toner collecting container cover**
    Open to replace the toner collecting container.
16. **Handles**
17. **Side cover**
    Open to remove misfeeds in the paper feed section.




⑱ **Fusing unit**

⑲ **Transport lever**
Turn to open the transport section.

⑳ **Corona unit**
The unit is used to charge the photoconductive drum.

㉑ **Photoconductive drum**
Copy images are formed on the photoconductive drum.

㉒ **Toner cartridge**

㉓ **Developer unit**

㉔ **Roller rotating knobs**
Turn to remove misfed paper.

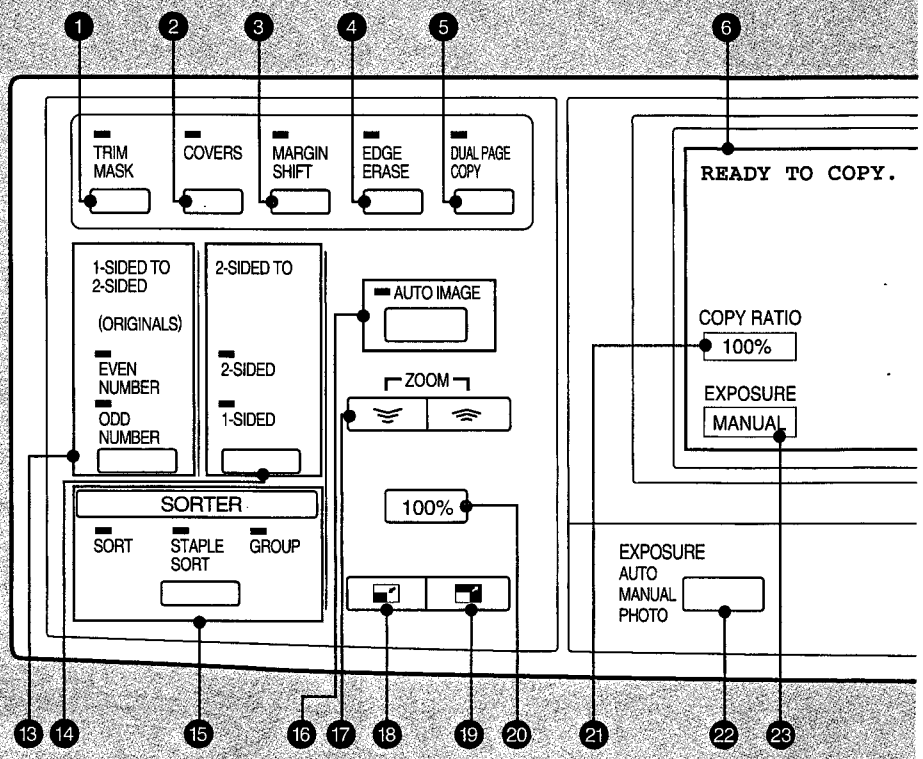
㉕ **Toner collecting container**
Used toner is collected here. Replace when a message appears on the display indicating to do so.

| Accessories | |
|---|---|
| Inner cassette (installed in the lower paper tray) | 1 |
| Exit tray | 1 |
| Operation manual | 1 |
| Document tray* | 1 |
| Toner collecting containers (including 1 pre-installed at the factory) | 4 |

* Not included in some areas.

# PART NAMES AND FUNCTIONS

## Operation panel




❶ **TRIM/MASK key** (p.18)
Trims or masks a specified area.

❷ **COVERS key** (p.47)
Selects the cover placement mode.
Functions only when an optional RADF is installed on the copier.

❸ **MARGIN SHIFT key** (p. 17)
Shifts text or images on the copy to leave a binding margin.

❹ **EDGE ERASE key** (p. 16)
Erases dark areas from copy edges.

❺ **DUAL PAGE COPY key** (p. 15)
Makes individual copies of two originals placed side-by-side on the document glass.

❻ **Message display**
Messages are displayed regarding Copier status and operation.

❼ **AUTO PAPER SELECT display**
A paper size matching the original or the copy ratio is automatically selected when this display appears. If the TRAY SELECT key is pressed to select the paper size, the display will show "PAPER".

❽ **INFORMATION key** (p.9)
Press for operation guidance on 1. DUPLEX, 2. RADF, 3. SORTER and 4. OTHER FEATURES.
Press after a misfeed for instructions about misfeed removal.

❾ **SCROLL DISPLAY key**
Press to scroll the display for more information when the symbol (➡) appears at the end of a message.
Press to move the cursor when setting an area for trimming and masking feature.
Displays the total number of copies made to date if pressed during standby.

❿ **Copy quantity display**
Displays the specified copy quantity.

⓫ **PROGRAM (P) key**
Press to select the job memory mode (p.24) or key operator program mode.

⓬ **INTERRUPT key** (p. 23)
Interrupts a copy run.

⓭ **1-SIDED TO 2-SIDED key and indicators** (p. 22)
Press to select the 2-sided copy mode for single-sided originals. Functions only when a duplex module is installed in the Copier.

⓮ **2-SIDED key and indicators** (p. 45)
Press to select the 2-sided or 1-sided copy mode for two-sided originals. Functions only when optional RADF and duplex module are installed in the copier.

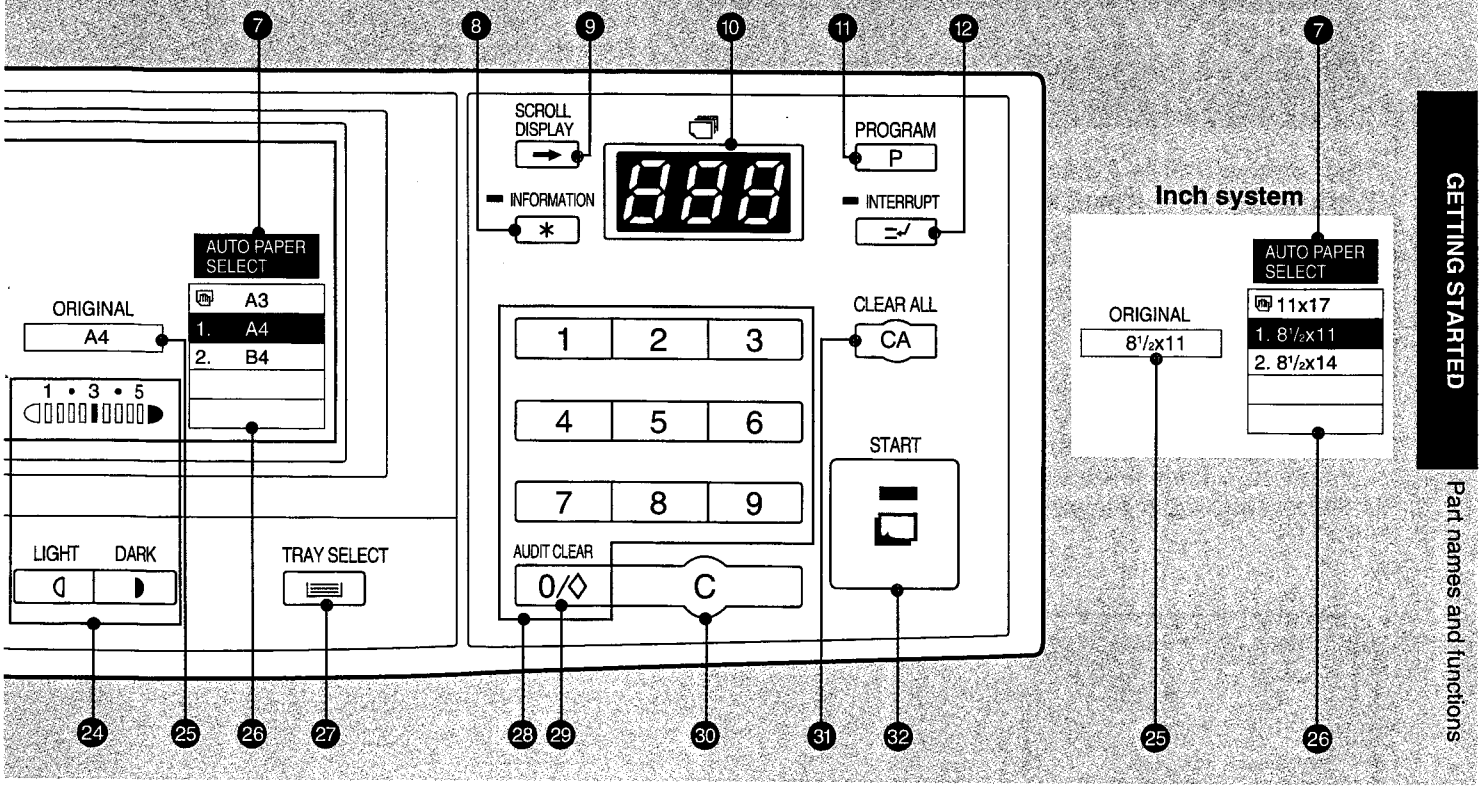
⓯ **SORTER key and indicators** (p. 49)
Press to select the sorter modes when a sorter is installed. (Sorters are optional.)

⓰ **AUTO IMAGE key** (p. 13)
Press for automatic copy ratio selection.

⓱ **ZOOM keys** (p. 14)
Use to select any enlargement or reduction copy ratio from 50 to 200% in 1% increments.

⓲ **Reduction key** (p. 14)
Use to sequentially select four preset reduction copy ratios: 86%, 81%, 70%, 50% (95%, 77%, 64%, 50%).
(Two additional presets can be added.)

⓳ **Enlargement key** (p. 14)
Use to sequentially select four preset enlargement copy ratios: 115%, 122%, 141%, 200% (121%, 129%, 141%, 200%).
(Two additional presets can be added.)






⑳ **Same-size key** (p. 14)
Resets the copy ratio to 100%.

㉑ **COPY RATIO display**
Displays the copy ratios for reductions or enlargements.

㉒ **EXPOSURE key** (p. 11)
Press to select the exposure modes.

㉓ **EXPOSURE display**
Indicates the selected exposure mode.

㉔ **LIGHT and DARK keys, and indicators** (p. 12)
Use to adjust the MANUAL or PHOTO exposure levels.

㉕ **Original size display**
The original paper size is displayed.

㉖ **Paper size display**
The sizes of loaded paper are displayed and the selected paper feed location is highlighted.

㉗ **TRAY SELECT key** (p. 11)
Use to manually select a paper tray.

㉘ **10-key pad**
Use to select the desired copy quantity.

㉙ **0/◇/AUDIT CLEAR key**
Inputs 0 when specifying the copy quantity.
Clears audit account information.
Displays the number of copies completed in the current run if pressed during a continuous copy run.

㉚ **Clear key**
Clears the copy quantity display or terminates a long copy run.

㉛ **CLEAR ALL key**
Clears all selected settings and returns the Copier to the initial settings.

㉜ **START key**
Copying is possible when the indicator is on.
Press to start copying.

### Initial Settings

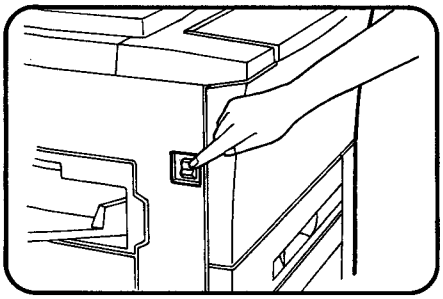
- Copy ratio: 100%
- Exposure: Automatic
- Copy number: 0
- All special Copier modes: Off
- Selected paper feed station:
  Previously selected paper tray.

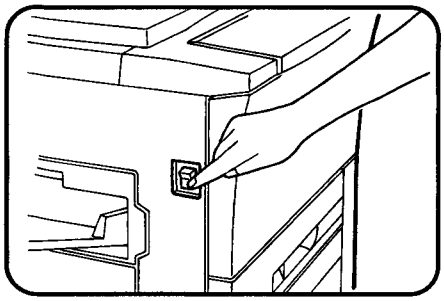
The Copier assumes the initial settings when it is first turned on and approximately one minute after the last copy is made in any mode.

★ *KEY OPERATOR Initial settings can be programmed as desired. Auto clear time can also be changed. (See pages 75 and 76.)*

# POWER ON AND OFF

The power switch is located on the left side of the copier. When the power is turned on, the message "WARMING UP, PLEASE WAIT." will appear on the message display. Warming up takes about 2 minutes. Once the copier is ready, the message will change to "READY TO COPY.", and the START key indicator will light, indicating that copying is possible.
If the Copier has been programmed with the audit account mode, the message "ENTER YOUR ACCOUNT NUMBER. -----" will appear after warming up. Once a valid account number has been entered, the message will change to "READY TO COPY." and the START key indicator will light.





## Power save mode

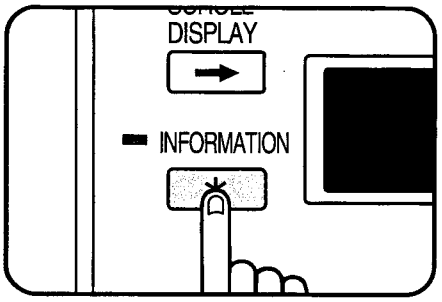
The power save mode will automatically turn off the power to the Copier after a programmed length of time has elapsed from the time the power was first turned on.
If the power save mode is set, the power will turn off even with the power switch in the "ON" position. To turn the power back on, turn the power switch to the "OFF" position, then again to the "ON" position.

★ *KEY OPERATOR* *See page 74 for setting the power save mode.*

# INFORMATION FUNCTION



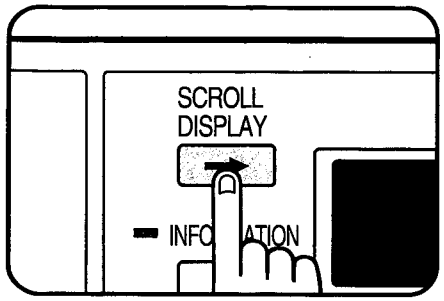
The information function provides a quick reference guide to the use of the various features and functions of the SF-2035. The information mode can be entered when the copier is in the standby condition. The symbol (➡) may appear at the end of a message indicating that the SCROLL DISPLAY key should be pressed to display additional information.




**1** **Press the INFORMATION (✱) key in the standby mode.**

- The following message will appear.

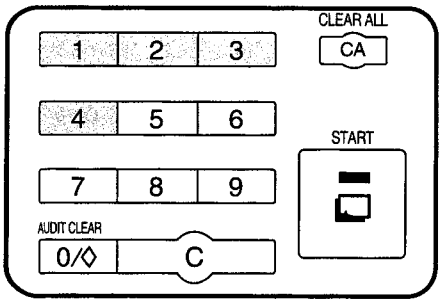
```
TO CONTINUE INFORMATION, PRESS THE ➡
KEY.
TO DISCONTINUE INFORMATION, PRESS
THE ✱ KEY.                          ➡
```




**2** **Press the SCROLL DISPLAY (➡) key.**

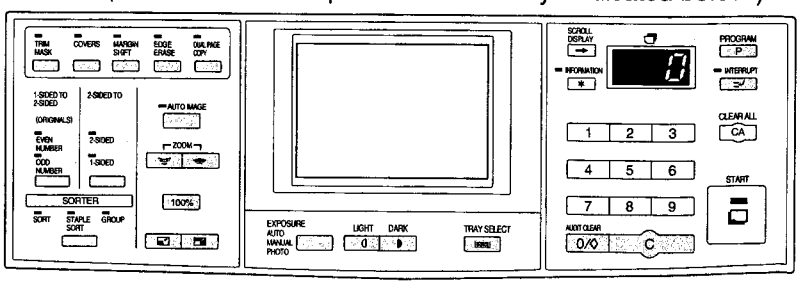
- The following message will appear.

```
INDICATE FEATURE OF INTEREST;
 1.DUPLEX   2.RADF
 3.SORTER   4.OTHER FEATURES.
```




**3** **Select the feature you would like to know about by using the 10-key pad.**

- If selection 1, 2 or 3 is made, information about that feature will appear.
- If 4 is selected, the message "PRESS THE KEY ON THE OPERATION PANEL FOR INFORMATION ABOUT THE FEATURE." will appear. Press the desired key. (Information will be provided for the keys indicated below.)



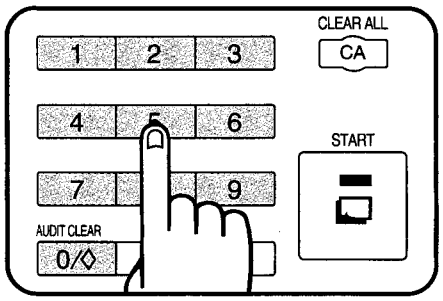
- To exit the INFORMATION mode, press the INFORMATION (✱) key again.

# AUDIT ACCOUNTS

If the SF-2035 has been programmed in the audit account mode, it will not function until an assigned 5-digit account number has been entered.

★ *KEY OPERATOR* *See page 70 for setting the auditing mode.*






The initial status of the message display will be:

`ENTER YOUR ACCOUNT NUMBER.  -----`

- Enter your account number using the 10-key pad.
- As each digit is entered the dashes on the display will change to asterisks.

If an account limit (Key Operator Program P16) is set, the following message will appear after the number is entered.

```
ACCOUNT STATUS:     COPIES MADE 000,000
                  COPIES REMAINING □□□,□□□
```

- The message will be displayed for a few seconds, then change to the following.

`READY TO COPY.`

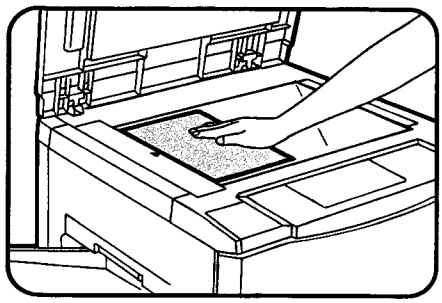
- When finished copying, press the AUDIT CLEAR key.

**NOTE:**
If an unassigned number is entered, the message display will show "`ENTER YOUR ACCOUNT NUMBER. -----`", indicating that the number was not accepted.
When Key Operator Program P18 has been set:
If an unassigned number is entered three successive times, the Copier will not accept another number for one minute, and the following message will appear.

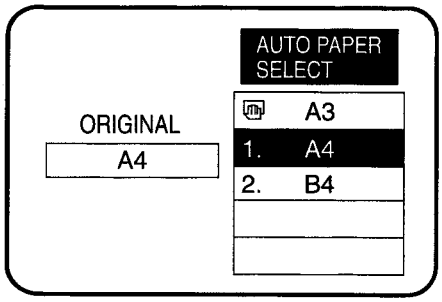
`PLEASE SEE YOUR KEY OPERATOR FOR ASSISTANCE.`

# NORMAL COPYING

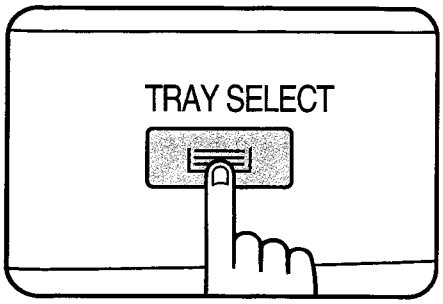




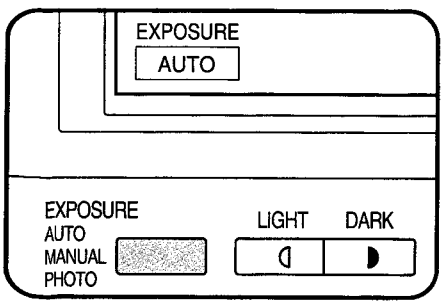
**1** **Set an original face down on the document glass. Align it with the original size scale and close the document cover.**




- The original size will be detected and displayed.
- The copy paper size matching the original size will be automatically selected.
- If the selected paper feed station is empty or no feed station has been adjusted to the appropriate size, a message to load the required size will appear.



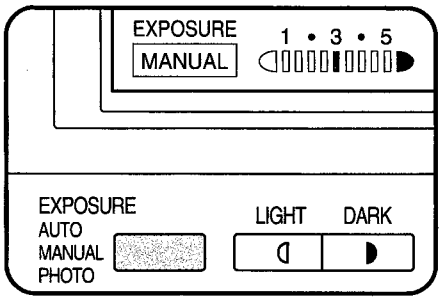

**2** **For copying onto a different size paper, press the TRAY SELECT key to select the desired paper size.**



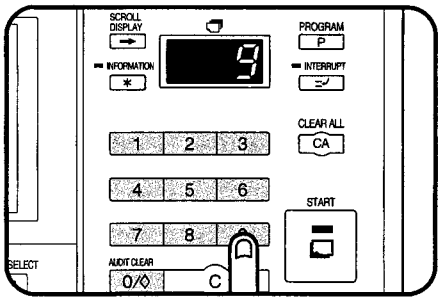

**3** **Adjust the copy density.**

- Copy density adjustment is not required for most originals in the automatic exposure mode.

★ *KEY OPERATOR* *See page 74 to adjust the automatic exposure level.*

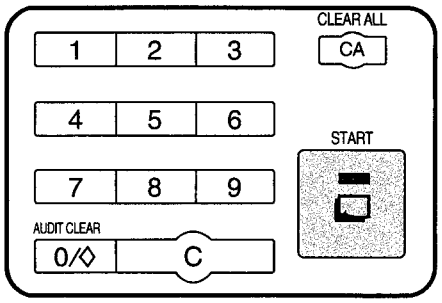



- For manual copy density adjustment, press the EXPOSURE key to select MANUAL and adjust with the LIGHT and DARK keys as desired.
  For photographs, select PHOTO and then adjust with the LIGHT and DARK keys as desired.




## 4 Set the copy number.

- A single copy can be made with the initial setting, i.e., when "0" is displayed.
- Press the clear key [C] to clear an entry if a mistake is made.




## 5 Press the START key.

- The copy quantity display will decrease by 1 each time a copy is made.
- Press the clear key [C] to stop copying in the middle of a run.

## 6 To repeat the same copy sequence for a different original, simply replace the original and press the START key.

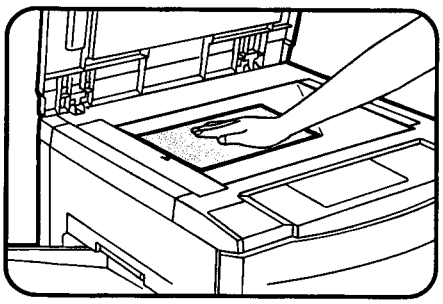
# REDUCTION/ENLARGEMENT/ZOOM

Reduction and enlargement ratios can be selected either automatically with the AUTO IMAGE key or manually with the reduction key, enlargement key, or ZOOM keys. The zoom function enables precise copy ratio selection from 50% to 200% in 1% increments.

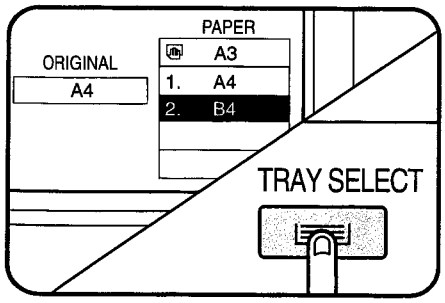
★ ***KEY OPERATOR*** *A total of four extra presets, two each for reduction and enlargement, can be added.* *See page 75.*



## Automatic

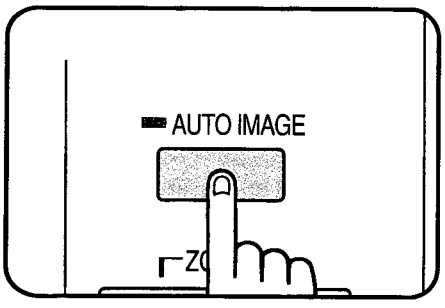


**1** **Set an original on the document glass and close the document cover.**




**2** • The original size will be detected and displayed.

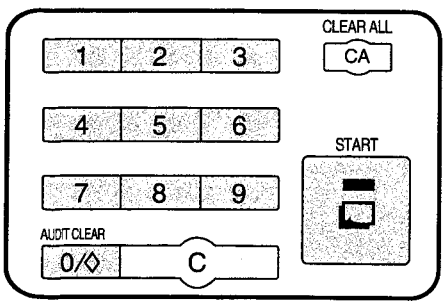
**Press the TRAY SELECT key to select the desired paper size.**




**3** **Press the AUTO IMAGE key.**

- The copy ratio will be automatically set.
- If the original is improperly placed, the following message will appear to indicate the right original placement.

```
CHANGE ORIGINAL PLACEMENT
FROM ▤ TO ▥ .
```

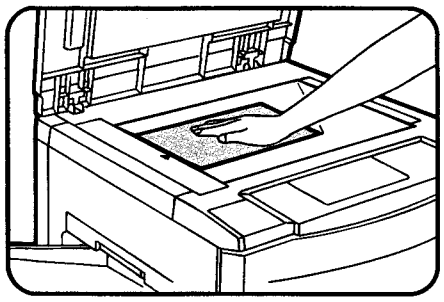


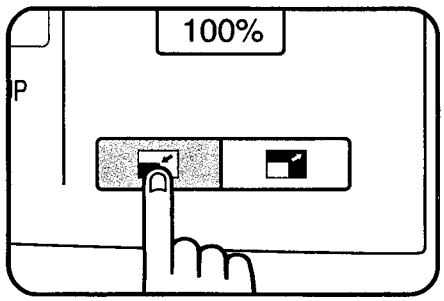

**4** **Set the copy number.**

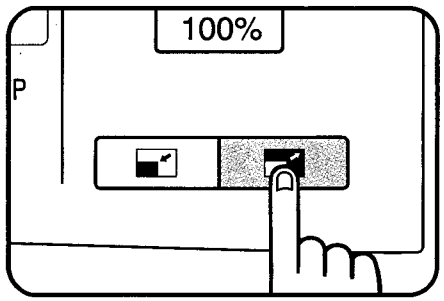
**5** **Press the START key.**

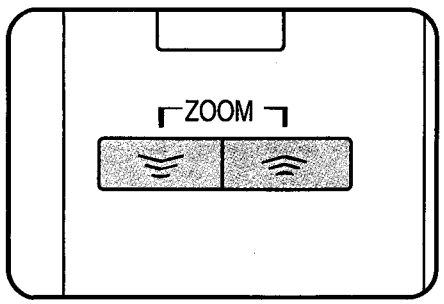
- To copy a different size original onto the selected copy paper size, simply replace the original. The ratio will change automatically.

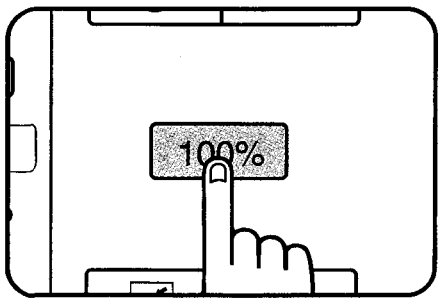
**NOTE:**
To cancel the automatic reduction/enlargement mode, press the AUTO IMAGE key again.






## Manual

**1** **Set an original on the document glass and close the document cover.**

**2** **Press the reduction key, enlargement key, or ZOOM keys to select the desired copy ratio.**

- The appropriate copy paper size will be automatically selected.
- If the appropriate copy paper size is not installed, a message to load the required size will appear.
- If the original is improperly placed, the following message will appear.

`CHANGE ORIGINAL PLACEMENT`
`FROM ▤ TO ▥.`

**A. Preset reduction ratios are:**

| AB | Inches |
|---|---|
| 86% | 95% |
| 81% | 77% |
| 70% | 64% |
| 50% | 50% |

**B. Preset enlargement ratios are:**

| AB | Inches |
|---|---|
| 115% | 121% |
| 122% | 129% |
| 141% | 141% |
| 200% | 200% |

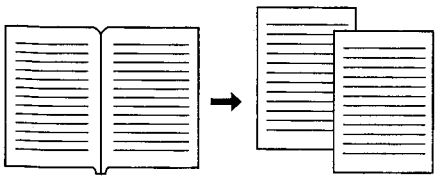
- If the message `"IMAGE IS LARGER THAN COPY PAPER."` appears, the selected copy ratio is too large for the copy paper size. However, if you press the START key, a copy will be made.

**C. Zoom ratios: Any ratio from 50% to 200% can be set in 1% increments. Press the reduction key or enlargement key to set the approximate ratio, then press [▽] to decrease the ratio, or [△] to increase the ratio.**

**D. Same-size reset: Press the same-size key to reset the copy ratio to 100%.**

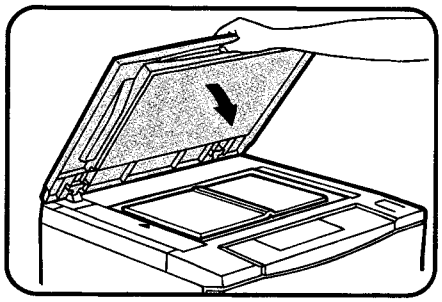
**3** **Set the copy number and press the START key.**

# DUAL PAGE COPYING

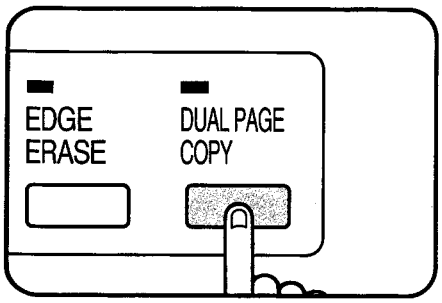


DUAL PAGE COPY produces individual copies of two documents placed side by side on the document glass. It is especially useful when copying books and other bound documents and can be used with the MARGIN SHIFT feature.





**1** **Place the originals on the document glass with the centre of the two pages aligned with the paper size index (A4 or 8-1/2" ⌂ ). Close the document cover.**

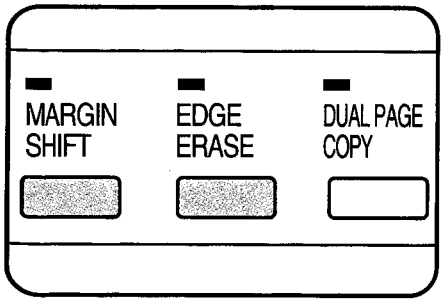



**2** **Press the DUAL PAGE COPY key.**

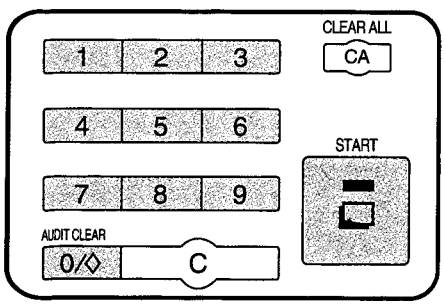
- The message "DUAL PAGE COPY" will be displayed.
- A4 (8-1/2" x 11") size paper will be automatically selected.
- If A4 (8-1/2" x 11") copy paper is not installed, one of the following messages will appear.

LOAD A4 PAPER.

LOAD 8-1/2"X11" PAPER.



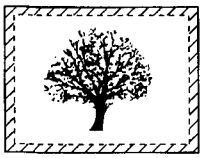

- To leave a binding margin on the copies, press the MARGIN SHIFT key. See page 17.
- To erase shadows caused by document binding, use the EDGE ERASE feature. See next page.




**3** **Set the copy number.**

**4** **Press the START key.**

# EDGE ERASE

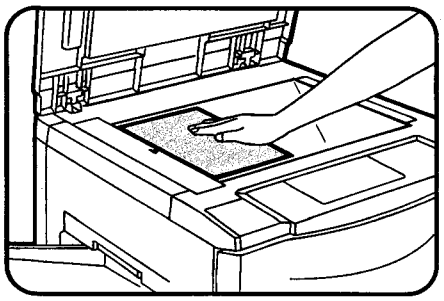


← The shaded area is erased.

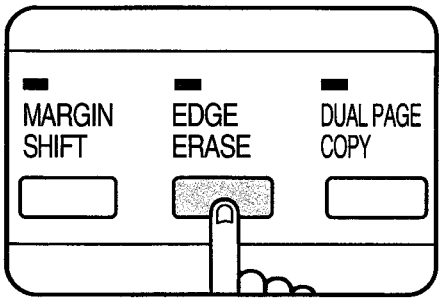
The EDGE ERASE feature erases dark areas from the copy edges for a neater, cleaner copy. It is especially useful when copying thick documents which might create shadow lines at their edges.

★ *KEY OPERATOR The width for edge erase can be changed.* *See page 76.*



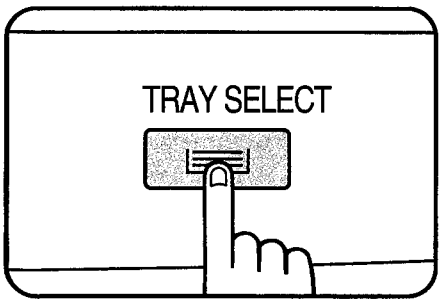


**1** **Set the original on the document glass.**




**2** **Press the EDGE ERASE key.**

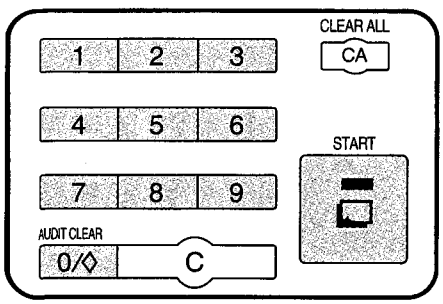
- The message "EDGE ERASE" will be displayed.




**3** **Select the desired paper size.**

- This function will work only when standard size copy papers are used. If a non-standard size is selected, one of the following messages will appear.

```
USE A3, B4, A4 OR A5 PAPER.
USE 11"X17", 8-1/2"X14", 8-1/2"X11"
OR 5-1/2"X8-1/2" PAPER.
```




**4** **Set the copy number.**

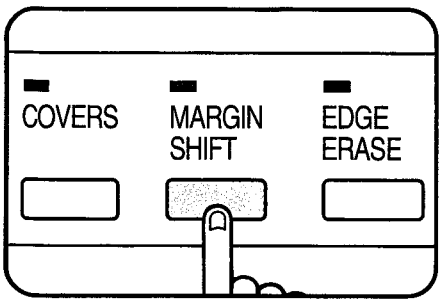
**5** **Press the START key.**

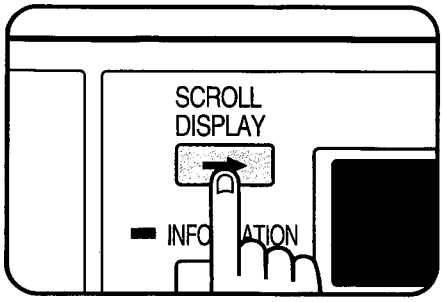
- To cancel the mode, press the EDGE ERASE key.

# MARGIN SHIFT

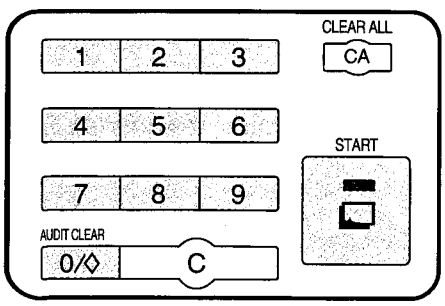
The MARGIN SHIFT feature automatically shifts the text or image to the right on one-sided copies and the front of two-sided copies. The images are shifted to the left on the second side of two-sided copies if an optional duplex module is used.
The standard shift amount is 9 mm (1/4"), which can be adjusted to six different shift amounts 0 mm, 3 mm, 6 mm, 9 mm, 12 mm or 15 mm (0", 1/8", 1/4", 3/8", 1/2" or 5/8"). Adjustment on the second side is possible only when the duplex module is installed.

★ *KEY OPERATOR The standard shift setting can be changed to 0 mm, 3 mm, 6 mm, 9 mm, 12 mm or 15 mm (0", 1/8", 1/4", 3/8", 1/2" or 5/8"). See page 76.*




| SIDE 1 | | SIDE 2 | |
|---|---|---|---|
| AMOUNT | PUSH | AMOUNT | PUSH |
| 0 | 1 | 0 | 1 |
| 3 mm | 2 | 3 mm | 2 |
| 6 mm | 3 | 6 mm | 3 |
| 9 mm | 4 | 9 mm | 4 |
| 12 mm | 5 | 12 mm | 5 |
| 15 mm | 6 | 15 mm | 6 |




**1** **Set the original on the document glass.**

**2** **Press the MARGIN SHIFT key.**

- The following message will appear for a few seconds.

```
SIDE 1   SIDE 2      MARGIN SHIFT
                     SIDE-1   9 mm
                     SIDE-2   9 mm
 ⊣⊢9 mm   9 mm⊣⊢
CHANGE --- PRESS [➡]
```

- And then the message will change to the following.

```
READY TO COPY.
MARGIN SHIFT IS SELECTED.
TO ADJUST THE SHIFT AMOUNT PRESS THE
[➡] KEY.
```

**3** **If you want to change the shift amount, press the SCROLL DISPLAY key.**

- The following message will appear.

```
SELECT MARGIN SHIFT BY 10-KEY PAD.
```

- The following message will appear if the TRIMMING or MASKING feature is used together with MARGIN SHIFT. Press 1 on the 10-key pad.

```
USE 10-KEY PAD TO SELECT MODE TO BE
ADJUSTED.
  MARGIN SHIFT AMOUNT --- PRESS [1]
  AREA SIZE ------------ PRESS [2]
```

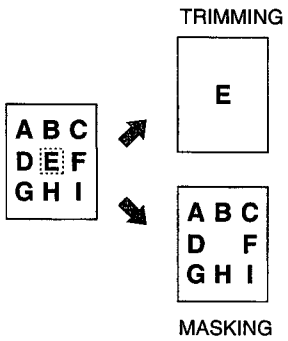
**4** **Select the desired shift amount by pressing a number from 1 to 6 using the 10-key pad.**

- Select the desired shift amount for side 1 and then side 2.
- When the setting is complete, a message indicating the selected margin shift amount will appear for a few seconds, and then change to the following.

```
READY TO COPY.
MARGIN SHIFT IS SELECTED.
TO ADJUST THE SHIFT AMOUNT PRESS THE
[➡] KEY.
```

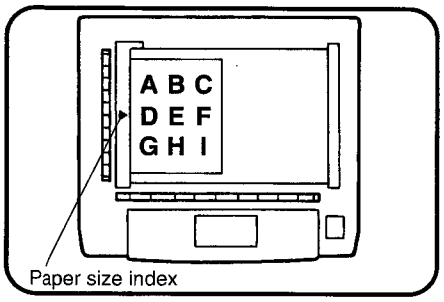
**5** **Proceed with the desired copying procedure.**

# TRIMMING/MASKING

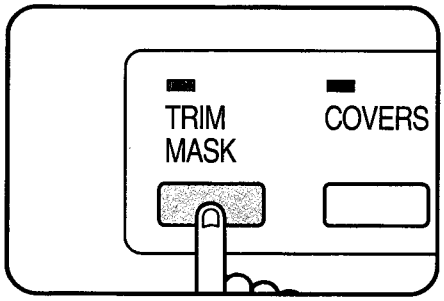



The TRIMMING feature trims (deletes) all areas of a copy outside a specified area, while the MASKING feature leaves the specified area blank. One or two areas can be specified for either TRIMMING or MASKING.






**1** **Set the original face up on the document glass. Be sure to align the centre of the original with the paper size index (▶) on the vertical scale.**



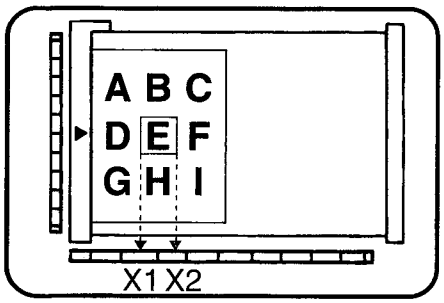

**2** **Press the TRIM/MASK key.**

- The following message will appear.

```
SELECT TRIM OR MASK.
FOR TRIM --- PRESS [1]
FOR MASK --- PRESS [2]
```

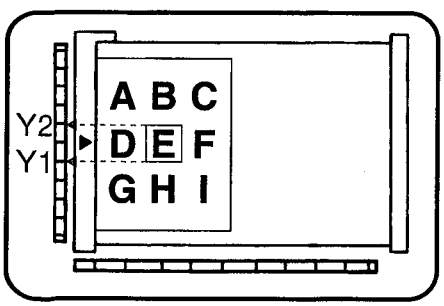
**3** **Select the desired feature by pressing 1 or 2 on the 10-key pad.**

- The message will indicate the TRIM or MASK selection.
- X1 will be highlighted on the display.



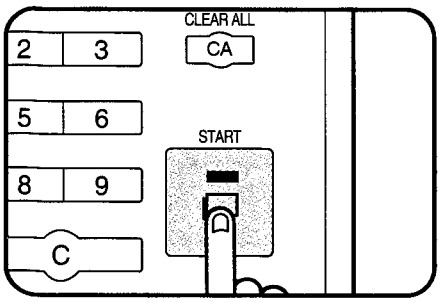

**4** **Refer to the scale on the document glass and input the desired X1 value using the 10-key pad.**

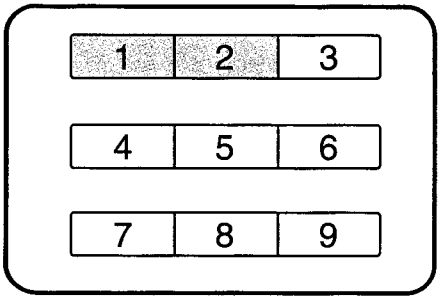
- If the value is a single-digit number, be sure to prefix it with 0. (Example: 1 → 01.)
- The input value will appear on the display and X2 will be highlighted on the display.
- If an incorrect value was input for X1, press the SCROLL DISPLAY (➡) key to go back and reinput the value.




**5** **Input the value for X2 in the same manner as X1.**

**6** **Input the Y1 and Y2 values in a similar manner as for X1 and X2.**




**7** **Press the START key.**

- The following message will appear.

```
IS A SECOND AREA DESIRED?
   NO --- PRESS [1]
   YES -- PRESS [2]
```

**8** **A. If no second area is desired, press key 1.**
**B. To input a second area, press key 2 and input the values as described above for the first area.**

- Depending upon which mode was selected, one of the following messages will appear.

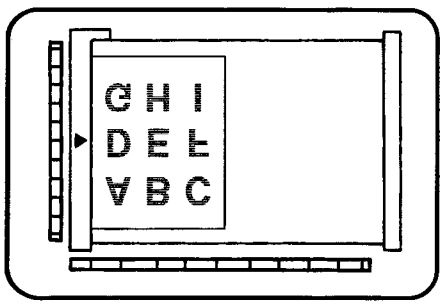
```
TRIM AREA SETTING IS COMPLETE.
MASK AREA SETTING IS COMPLETE.
```

- After a few seconds, the message will change to the following.

```
READY TO COPY.
TRIM/MASK IS SELECTED.
TO ADJUST THE TRIM/MASK AREA
PRESS THE [➡] KEY.
```

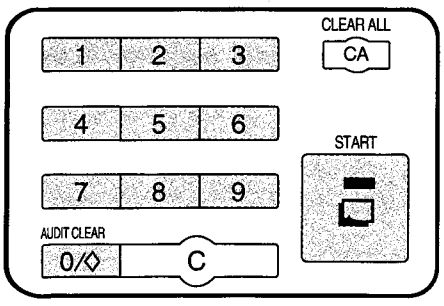
- Instead of the message above, the following message will appear if the MARGIN SHIFT feature is used together with TRIMMING or MASKING.

```
READY TO COPY.
MARGIN SHIFT AND TRIM/MASK HAVE BEEN
SELECTED. PRESS THE [➡] KEY TO ADJUST
THE SHIFT AMOUNT OR THE TRIM/MASK AREA.
```



**9** **Turn the original over top to bottom and close the document cover.**

- Do not turn the original left to right.



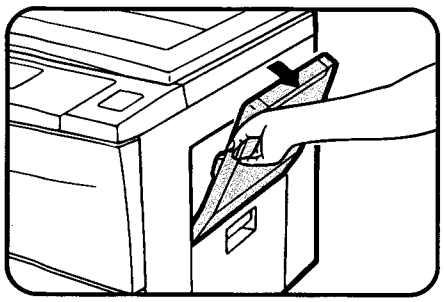

**10** **Set the copy number and press the START key.**

- To cancel the mode, press the TRIM/MASK key.

# SPECIAL PAPERS (manual feed)

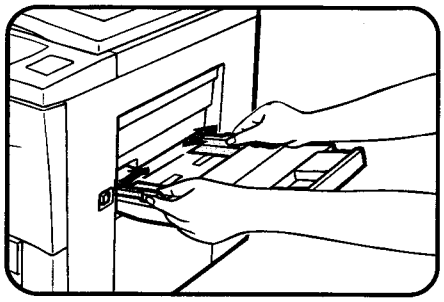
The manual feed tray is used to copy onto transparency films, labels, tracing paper, and other special purpose papers. The manual feed tray is automatically selected when paper is placed on it.



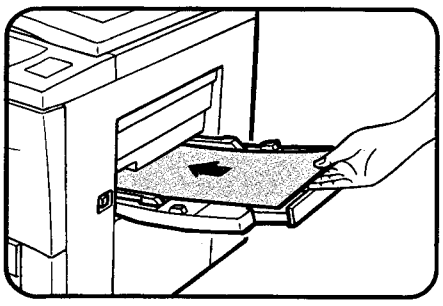


**1** **Open the manual feed tray.**

- Be sure to extend the tray when feeding B4 or A3 (8-1/2" x 14" or 11" x 17") size paper.

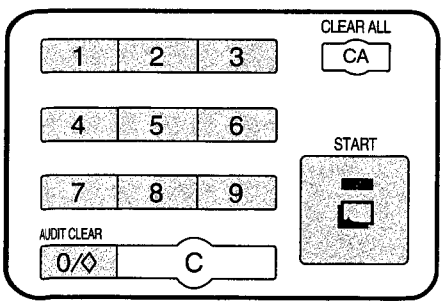


**2** **Set the manual feed tray guides to the width of the copy paper.**



**3** **Insert the copy paper all the way into the manual feed tray.**

- Transparency films, labels, tracing paper, and other special purpose papers must be fed individually.
- Up to 50 sheets of standard copy paper measuring from A5 to A3 (8-1/2" x 5-1/2" to 11" x 17") can be loaded into the manual feed tray.




**4** **Leave the copy number at 0 if using special papers. Set the number of copies if using standard copy paper.**

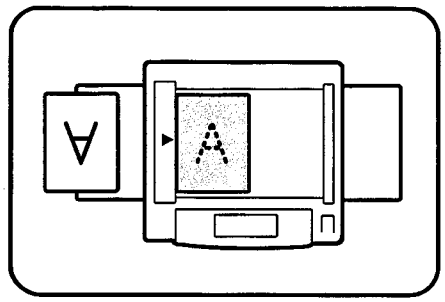
**5** **Press the START key.**

# TWO-SIDED COPYING

Two-sided copies can be made on the SF-2035 using the manual feed tray, or by pressing the 1-SIDED TO 2-SIDED key. (The 1-SIDED TO 2-SIDED key only functions when an optional duplex module is installed.)
To copy automatically in the 2-sided to 2-sided mode, an optional duplex module and an optional RADF must be installed. See page 45 for details.

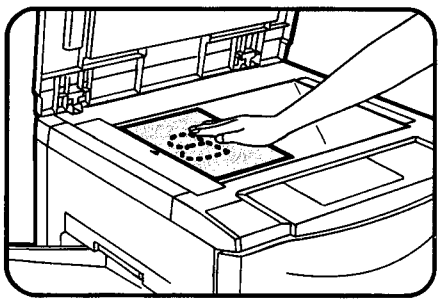


## Using the manual feed tray



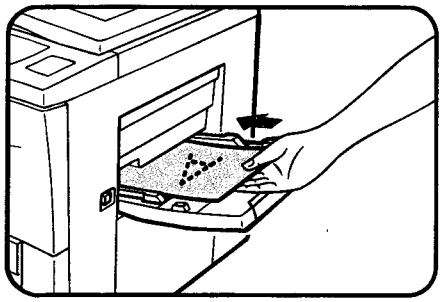
**1** **Place the first original on the document glass and make a copy.**

- The first side of the copy can be made using any of the paper feed stations.



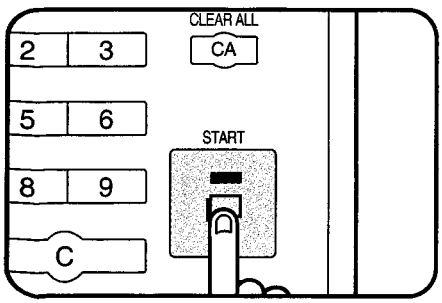
**2** **Replace the first original with the second original.**

- Make sure the first and second originals are oriented the same way on the document glass.



**3** **Turn the first copy over side to side and place it on the manual feed tray. Do not turn the copy over front to back.**

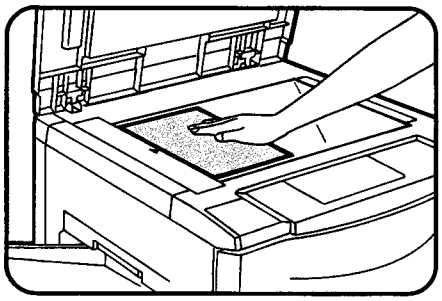
- Be sure to feed the second-side copies one sheet at a time.



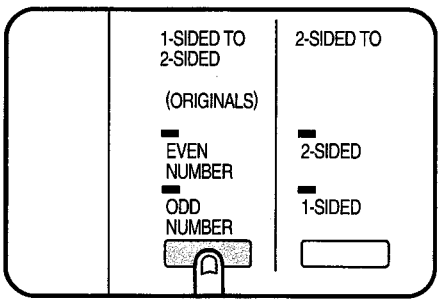

**4** **Press the START key.**

## Using the 1-SIDED TO 2-SIDED key

The 1-SIDED TO 2-SIDED key functions only when a duplex module is installed.

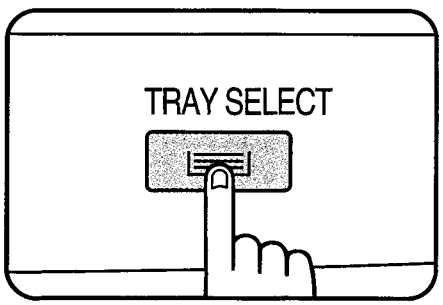


**1** **Set the first original face down on the document glass.**




**2** **Press the 1-SIDED TO 2-SIDED key to select EVEN NUMBER.**

- ODD NUMBER copying is only possible when copying from an optional RADF. (See page 46 for details.)

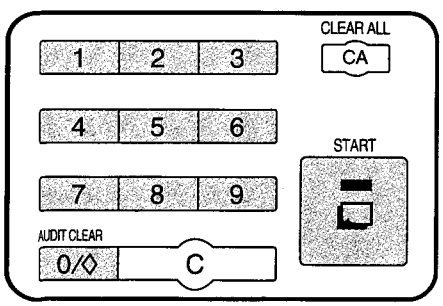



**3** **Select the desired paper size.**

- Paper sizes that can be used in the duplex mode are A5, A4, A4R, B4 and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14" and 11" x 17").

**4** **Set the copy number.**

- The maximum number of copies in the duplex mode is 50 for A5, A4 and A4R (8-1/2" x 11" and 8-1/2" x 11"R) and 30 for the other paper sizes.




**5** **Press the START key.**

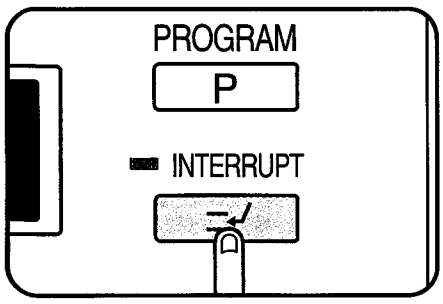
**6** **Set the second original and press the START key again to copy onto the other side.**

- To cancel a copy run during duplex copying, press the clear key [C]. Manually remove the copies remaining in the duplex module or press the START key for automatic removal and delivery to the exit tray.
- To cancel the duplex mode, press the 1-SIDED TO 2-SIDED key until the indicator goes out.

# INTERRUPTING A COPY RUN

INTERRUPT is used to interrupt a long copy run so that another job can be done.
INTERRUPT does not function during duplex copying. Also note that duplex copying, staple sort mode, cover mode and job program recall cannot be selected during the INTERRUPT mode.

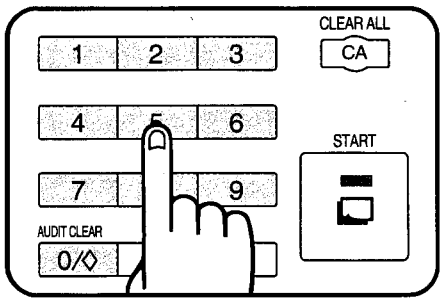





**1** **Press the INTERRUPT key.**

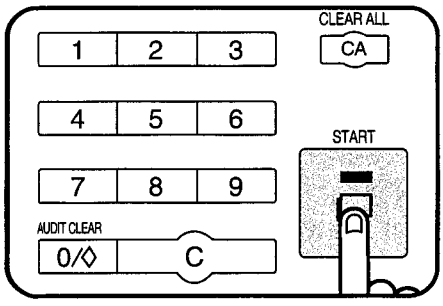
- INTERRUPT does not function during the audit account mode.

**2** **When the Copier stops, set the new original.**

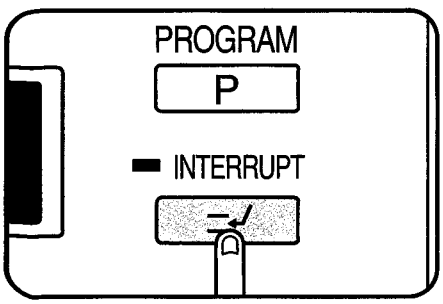



**3** **Select the desired Copier functions.**

**4** **Set the copy number.**




**5** **Press the START key.**




**6** **When all INTERRUPT copies are finished, press the INTERRUPT key again to cancel the INTERRUPT mode.**

- The previous copy number, copy ratio and paper size will be automatically reset.

**7** **Set the original(s) for the interrupted job and press the START key.**

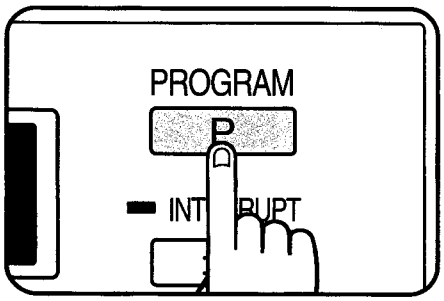
# JOB MEMORY

Often used job programs can be stored into each of nine job memories. This is convenient for quick job recall without losing time manually reprogramming each aspect of the job.

★ ***KEY OPERATOR*** ***Job memory changing can be prohibited.*** ***See page 78.***



## Storing a job program

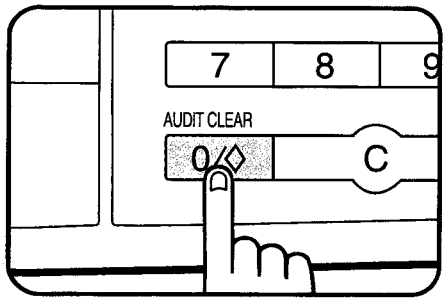



**1** **Press the PROGRAM key.**

- The following message will appear.

```
RECALL FROM: 1,2,3,4,5,-,-,-,-
TO STORE OR DELETE PROGRAMS PRESS 0.
```

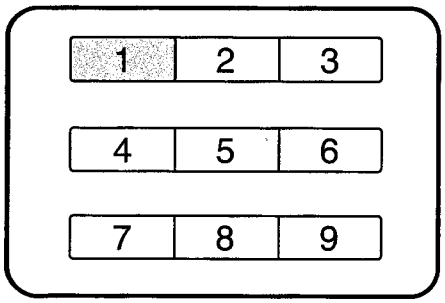
- The numbers shown on the display indicate the storage registers which are occupied. The dashes on the display indicate the storage registers which are empty.




**2** **Press the 0/◊/AUDIT CLEAR key.**

- The following message will appear.

```
USE 10-KEY PAD TO SELECT MODE.
STORING: PUSH 1    DELETING: PUSH 2
```



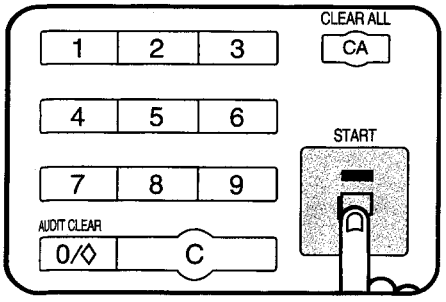

**3** **Press key 1.**

- The following message will appear.

```
TO STORE: PRESS 1 TO 9 KEY.
          MAKE COPIER SELECTIONS AND
          PRESS START KEY.
```

**4** **Select a storage register number from 1 to 9 using the 10-key pad.**

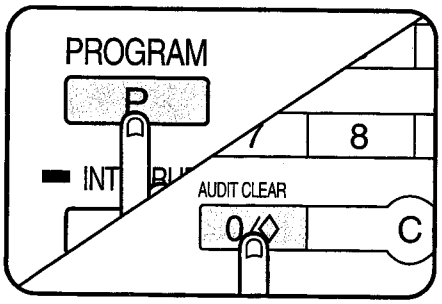
- If an occupied, registered number is entered, the existing stored program will be replaced by the new program when the START key is pressed.



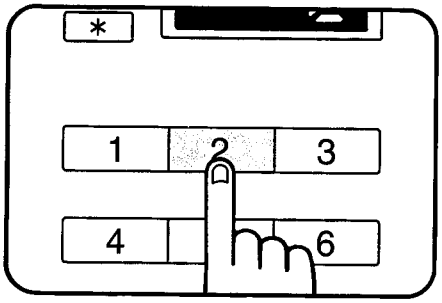

**5** **Make all copier selections to be stored.**

**6** **Press the START key to complete the storage procedure.**

## Deleting a stored job program



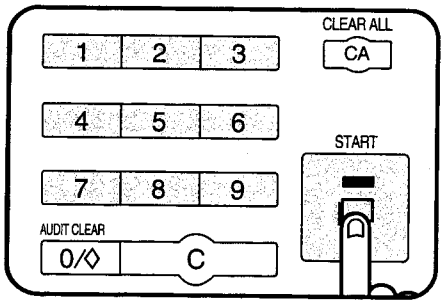

**1** **Follow steps 1 and 2 in "Storing a job program." (1. Press the PROGRAM key. 2. Press the 0/◊/AUDIT CLEAR key.)**




**2** **Press key 2.**

- The following message will appear.

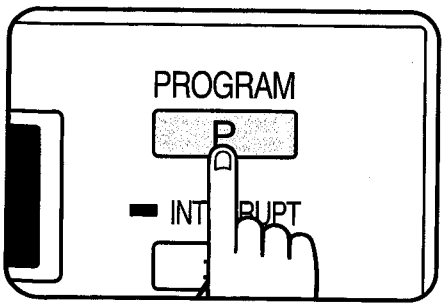
```
TO DELETE A PROGRAM FROM THE STORAGE
REGISTER: PRESS 1 TO 9 KEY AND START
          KEY.
```




**3** **Enter the storage register number of the program to be deleted.**

**4** **Press the START key.**

- The program will be deleted from memory.



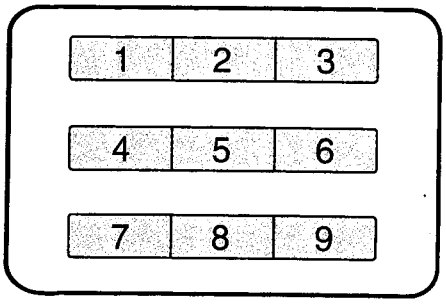

## Recalling a job program

**1** **Press the PROGRAM key.**

- The following message will appear.

```
RECALL FROM: 1,2,3,4,5,6,7,8,9
TO STORE OR DELETE PROGRAMS PRESS 0.
```

- The numbers shown on the display are the storage registers which contain stored programs.




**2** **Use the 10-key pad to select a stored program from 1 to 9.**

- The Copier will show all selections stored in the program.
- The recalled settings may be modified for a particular job run, but any changes made will not be stored in the job memory. To store the new settings, follow the "Storing a job program" procedure.

# TYPES AND SIZES OF COPY PAPER

## ORDINARY PAPER

**• Automatic Feeding from the Paper Trays or Manual Feed Tray (max. 50 sheets)**

| | | |
|---|---|---|
| Size | A5 (8-1/2" x 11") ◄► | A3 (11" x 17") |
| Weight | 56 g/m² (15 lbs.) ◄► | 80 g/m² (21 lbs.) |

* A5 (8-1/2" x 5-1/2") size paper can be set in the lower paper tray with the optional inner cassette.

**• Manual Feed Tray (single sheet feed)**

| | | |
|---|---|---|
| Size | A6 (8-1/2" x 5-1/2") ◄► | A3 (11" x 17") |
| Weight | 52 g/m² (14 lbs.) ◄► 104 g/m² (28 lbs.) ◄► | 128 g/m² (34 lbs.) |

* A4 (8-1/2" x 11") is the maximum size that can be manually fed for paper weighing from 104 to 128 g/m² (28 to 34 lbs.).

## SPECIAL PAPERS

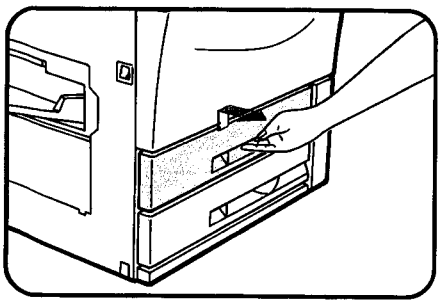
**Special papers must be fed manually through the manual feed tray. See page 20.**

| | | |
|---|---|---|
| Transparency films | Labels | Tracing paper |

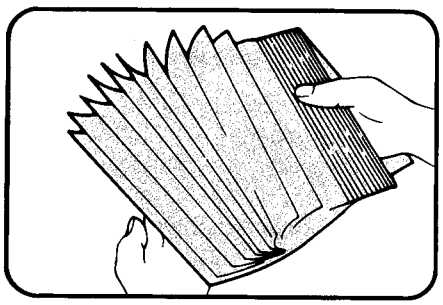
# LOADING COPY PAPER

"OPEN TRAY □ AND ADD □ PAPER." will be displayed when there is no copy paper in a selected paper feed station.
When a selected paper tray is not installed or is improperly installed, "PUSH PAPER TRAY □ INTO THE MACHINE UNTIL IT LATCHES." will be displayed. Install it or push it back firmly into place.
For best results, use only Sharp recommended paper.
The copy paper size for the 500-sheet paper drawer and the optional stand/500-sheet or 1000-sheet paper drawer will be set by Sharp service personnel according to your request when you purchase the Copier. If a different paper size setting is required, contact your authorised Sharp Service Centre.
The 500-sheet paper drawer is available for four different paper sizes: A4, A4R, B4 and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14" and 11" x 17").
The 1000-sheet paper drawer is available for three different paper sizes: A4, A4R and B4 (8-1/2" x 11", 8-1/2" x 11"R and 8-1/2" x 14").
The paper size for the lower paper tray can be changed by the user.

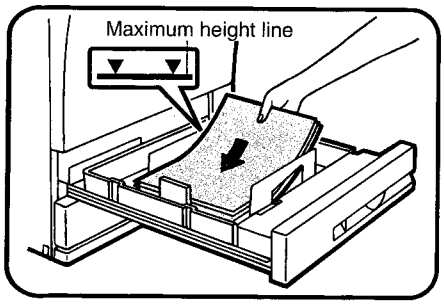
## 500-sheet paper drawer



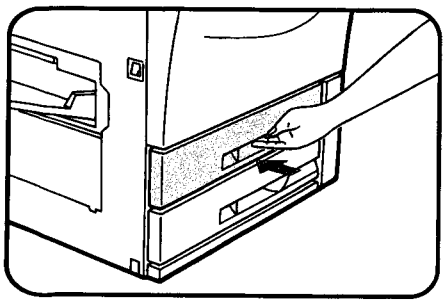
**1** **Gently lift and draw out the paper tray.**



**2** **Fan the copy paper and insert it into the tray.**



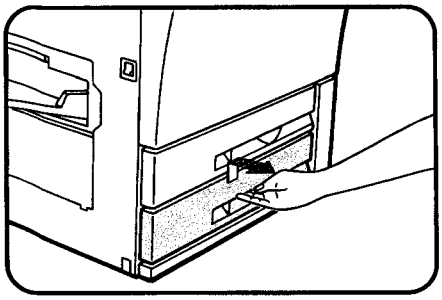

- The tray holds 500 sheets of paper.
  Do not load paper above the maximum height line.



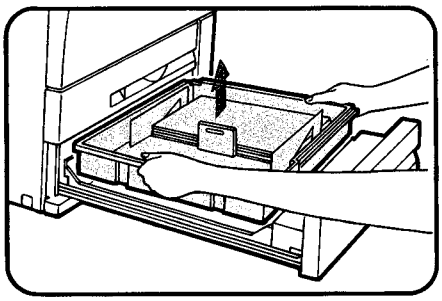
**3** **Push the paper tray firmly back into the copier.**

## Changing the lower paper tray's inner cassette

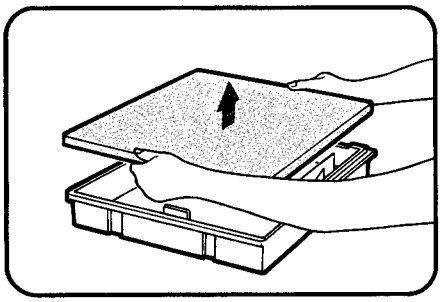
The lower paper tray can accommodate five different paper sizes. To change the paper size, simply change the inner cassette. (The inner cassettes are optional.)



**1** **Gently lift and draw out the lower paper tray.**

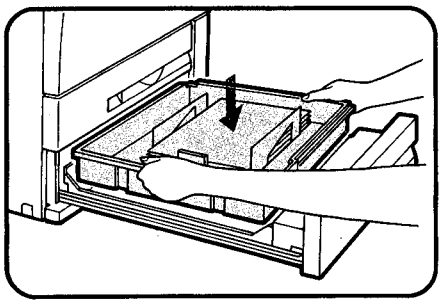


**2** **Grasp the inner cassette tabs and remove the cassette.**



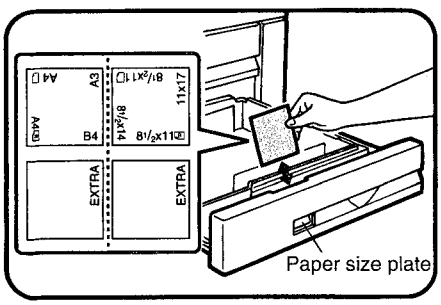
**3** **Remove the cover of the inner cassette to be installed. If the cassette is empty, fan the copy paper and place it in the cassette.**

- The cassette holds 500 sheets of paper.
  (For A5 or 8-1/2" x 5-1/2" sized paper, the maximum is 250 sheets.)
  Do not load paper above the maximum height line.
  Place the cover on the inner cassette which was removed.



**4** **Place the inner cassette into the tray.**

- Position the inner cassette so its four protrusions fit into the holes of the paper tray.
- Inner cassettes are available for five different paper sizes: A5, A4, A4R, B4 and A3 (8-1/2" x 5-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17").

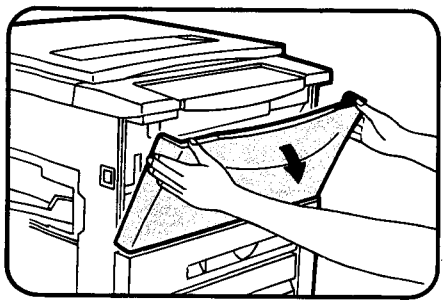



**5** **Place the paper size plate in front of the paper tray to match the paper size set.**

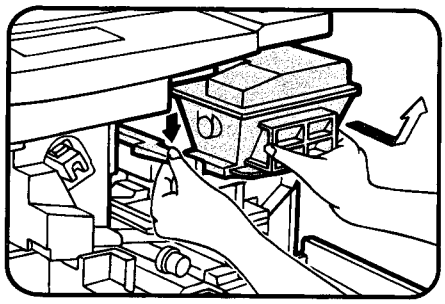
**6** **Push the lower paper tray firmly back into the Copier.**

# ADDING TONER

" ∴ ADD TONER." will be displayed when toner is needed. If copying is continued, copies will gradually become lighter and then the copier will stop.
During long copy runs of multiple dark originals, " ∴ ADD TONER." will appear and the copier will stop making copies even though toner is left. Open and close the front cover.
After a sufficient amount of toner has been fed, "READY TO COPY." will appear and the START indicator will light. Press the START key to resume copying.



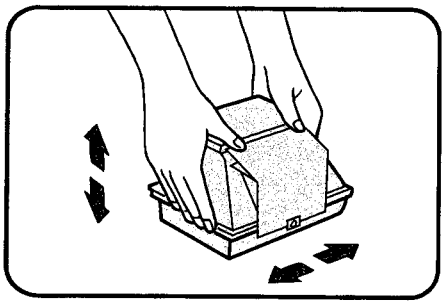
**1** **Open the front cover.**



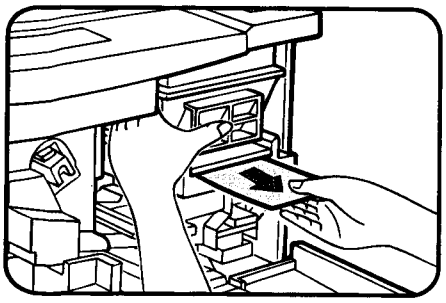
**2** **Tap on the side of the toner cartridge several times before removing it.**

**3** **While pressing down on the lever, carefully pull the cartridge until it stops, then tilt it upward slightly and continue to pull to remove it.**

- Take a replacement cartridge from its box and use the box for disposal of the old cartridge.



**4** **Shake the new toner cartridge four or five times and install the new toner cartridge.**

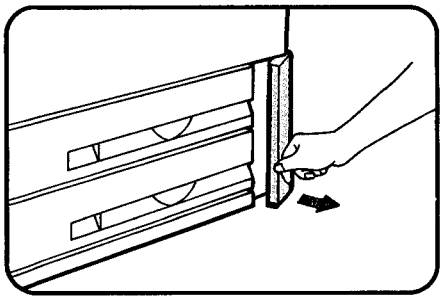


**5** **While holding the toner cartridge, pull out the toner sealing tape completely.**

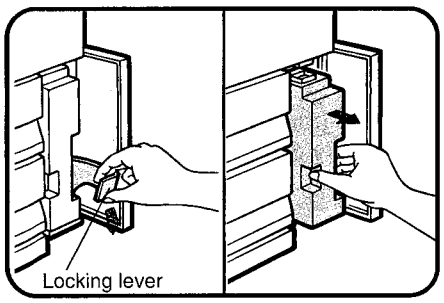
**6** **Close the front cover.**

# USED TONER DISPOSAL

" REPLACE USED TONER CONTAINER." will appear when the toner collecting container is full.
The Copier will stop and will not operate until a new container has been installed.

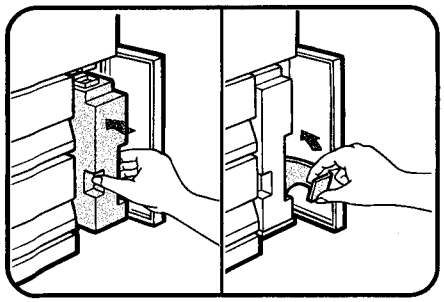


**1** **Open the toner collecting container cover.**

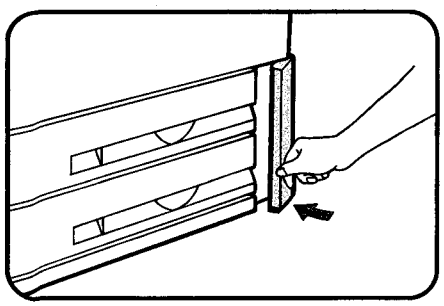



**2** **Turn the locking lever toward you and remove the toner collecting container.**

- Toner cannot be recycled. Do not transfer used toner to the toner hopper.
- Remove the cap from a new toner collecting container and use it to cover the full toner collecting container.
- Keep the full toner collecting container until the next regular service call. Your authorised Sharp Service Technician will collect the container for disposal.



**3** **Put the new toner collecting container into place and turn the locking lever back into position.**



**4** **Close the toner collecting container cover.**

# SUPPLIES AND STORAGE

Standard SF-2035 supplies replaced by the user include copy paper, toner, toner collecting container and staple cartridges. For best copying results, be sure to use only SHARP products.

The SF-2035 Copier has advanced process control technology which improves copy quality uniformity. This feature stabilizes copy quality throughout the life of the photoconductive drum by automatically compensating for changes in drum characteristics due to wear, operator use patterns, and environmental conditions. The automatic adjustments are made in response to a sensor that detects the reflectance characteristics of a special area of the drum.

Warning:

This feature requires drums containing the special reflectance area (recommendable genuine SHARP photoconductive drum). If you use other drums, the process control system cannot run properly. To prevent improper control and possible damage to the copier, the copier will make only low level density copies.

## Proper storage

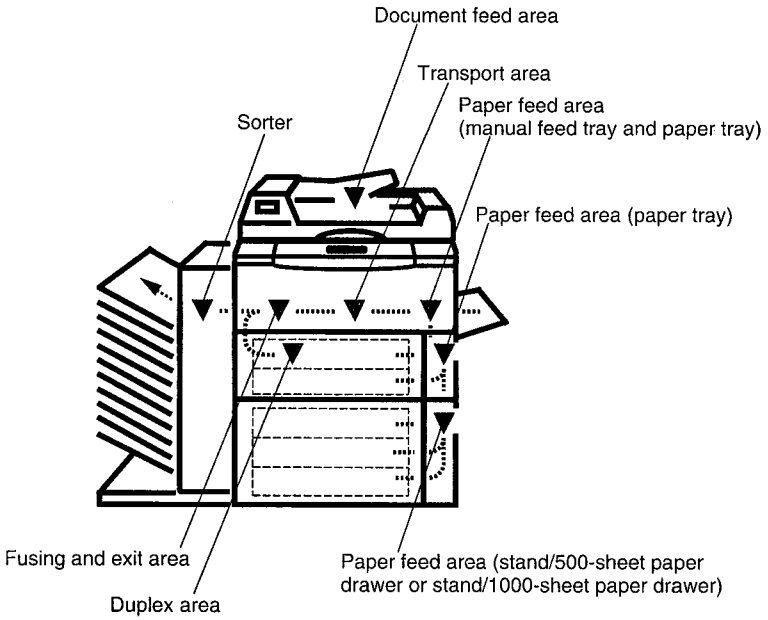
1. **Store SF-2035 supplies where it is:**
   - clean and dry,
   - an even temperature,
   - not exposed to direct sunlight.
2. **Store copy paper in the wrapper and lying flat.**
   - Paper stored out of the wrapper or in packages standing on end may curl or get damp, resulting in paper misfeeds.

# MISFEED REMOVAL

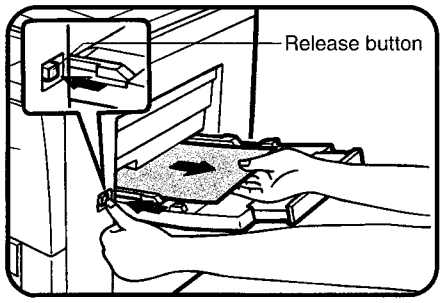
The Copier will stop when a misfeed occurs. The message "CLEAR MISFEEDS AS INDICATED. PRESS THE [*]KEY FOR RECOVERY INSTRUCTIONS." will appear with a display of paper misfeed locations. Press the INFORMATION and SCROLL DISPLAY keys for more detailed information as necessary.

After removing the misfeed, open and close the front cover and ensure that the misfeed message has been cancelled.
If paper becomes accidentally torn during removal, be sure to remove all pieces.
Be careful not to damage the photoconductive drum or the corona wires.

**First confirm the misfeed locations.**
**For misfeeds in optional equipment, see their respective sections.**

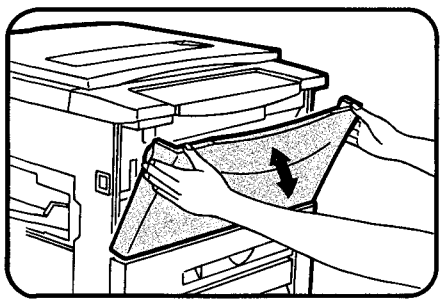

Document feed area
Transport area
Paper feed area (manual feed tray and paper tray)
Sorter
Paper feed area (paper tray)
Fusing and exit area
Duplex area
Paper feed area (stand/500-sheet paper drawer or stand/1000-sheet paper drawer)






## Manual feed tray

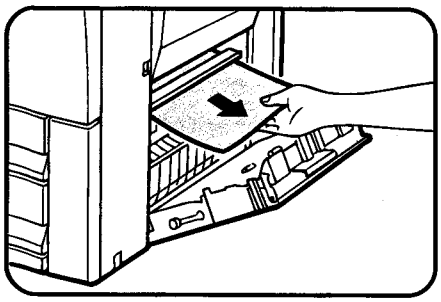
**1** **While pressing the manual feed release button, gently pull the misfed paper out.**



**2** **Open and close the front cover to cancel the misfeed display.**

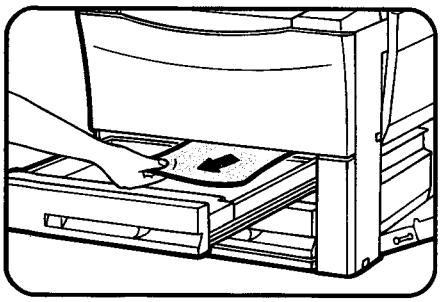
Before removing any misfed paper from this location it is important to determine that it dose not contain any unfused section of image (prior to entry into fusing section). If toner is present on the paper then please refer to transport area paper removal procedure.

## Paper tray



**1** **Open the side cover and remove the misfed paper.**

- Be careful not to tear the misfed paper during removal.



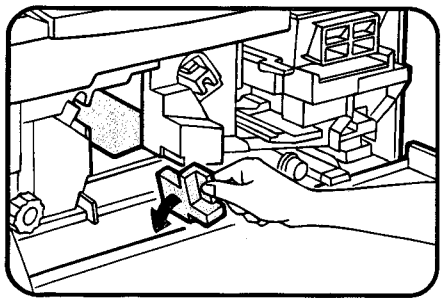
**2** **If the paper cannot be seen from the side, draw out the paper tray and remove the misfed paper.**

- Be careful not to tear the misfed paper during removal.

**3** **Close the paper tray and the side cover.**

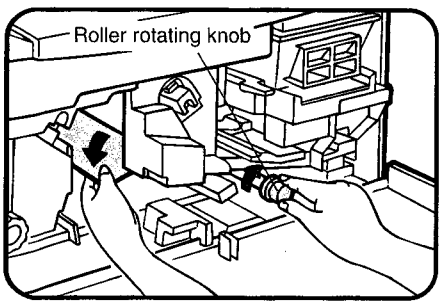
- Confirm that the message display returns to the previous display.

## Transport area

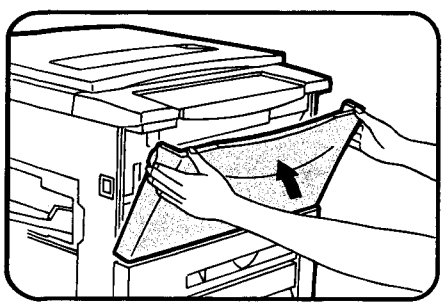


**1** **Open the front cover.**

**2** **Turn the transport lever to the left.**

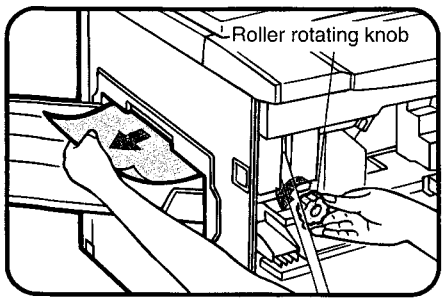



**3** **Turn the roller rotating knob in the indicated direction and remove the paper.**



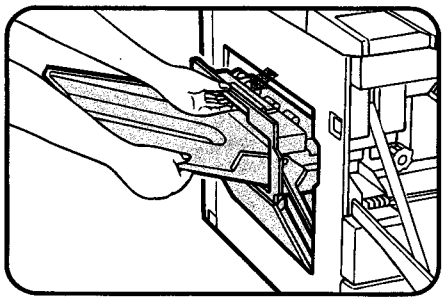
**4** **Turn the transport lever back into place and close the front cover.**

## Fusing and exit area




**1** **Open the front cover.**

**2** **Turn the roller rotating knob in the direction of the arrow and remove the paper from the fusing area.**



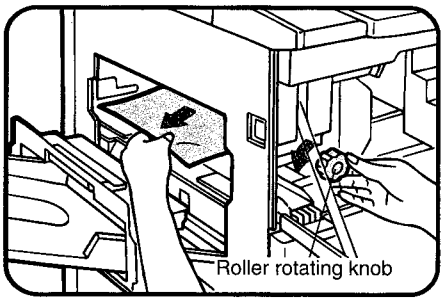
**3** **If the misfed paper is in the exit area, remove the misfed paper from the left side of the Copier.**

**4** **Open the exit area cover carefully.**

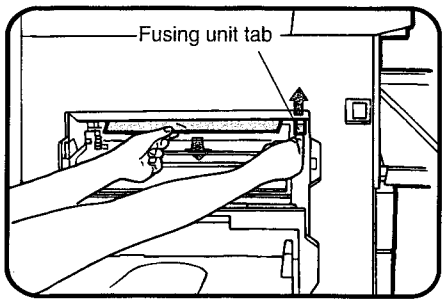
- Be careful not to drop the exit tray.

**CAUTION**

The fuser area is hot! Use care in removing paper.



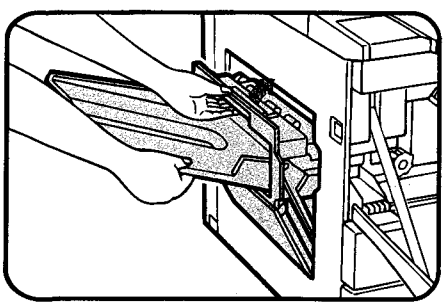

**5** **Turn the roller rotating knob in the direction of the arrow and remove the paper.**




- If the misfed paper is deep in the fusing unit, lift the fusing unit tab and remove any misfed paper.

**CAUTION**

The fusing unit is hot! Be sure to touch only the green tab or the green roller rotating knob.

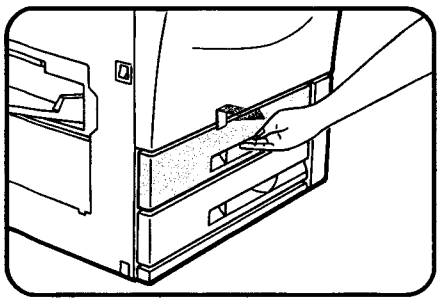


**6** **Close the exit area cover.**

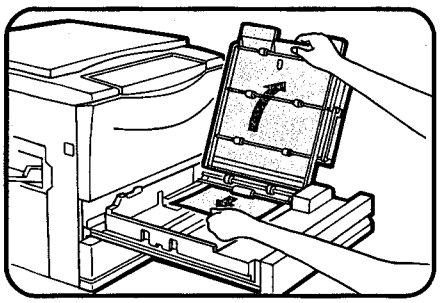
**7** **Close the front cover.**

- Confirm that the message display returns to the previous display.

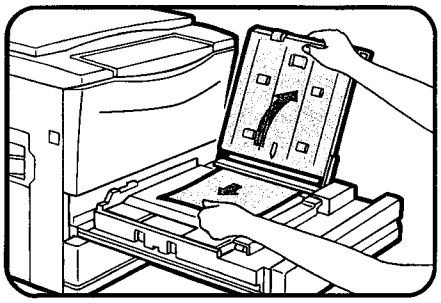
## Duplex module



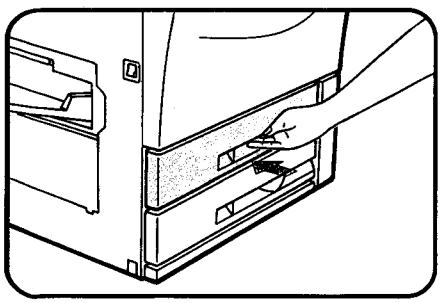
**1** **Draw out the duplex module.**



**2** **Lift up the upper and lower paper guides, and remove the misfed paper.**



- When a misfeed occurs between the paper guides, open the upper paper guide and remove the misfed paper.



**3** **Close the duplex module.**

- Confirm that the message display returns to the previous display.

# TROUBLESHOOTING

Always check the message display whenever the Copier stops or operation is not possible. The messages will give you easy-to-follow directions. If the messages do not give specific instructions, check the list below.

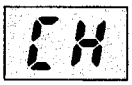
| Problem | Solution | |
|---|---|---|
| Copier does not operate. | • Copier plugged in? | Plug the Copier into a grounded outlet. |
| | • Power switch ON? | Turn the power switch ON. |
| | • Power save mode is set. | Turn the main power switch off, then on again. |
| Copies are too dark or too light. | • Copy density properly adjusted? | See pages 11 and 12. |
| Blank copies. | • Is the original placed face down? | Place the original face down on the document glass. |
| Copies smear if rubbed. | • Paper too heavy? | Use copy paper within the specified range. See page 26. |
| | • Paper damp? | Replace with dry copy paper. Be sure to store copy paper in a dry location. See page 31. |

| Problem | Solution | |
|---|---|---|
| Paper misfeeds frequently. | • Non-standard paper used? | Use standard paper. If using special papers, feed the paper through the manual feed tray. See pages 20 and 26. |
| | • Paper trays properly installed? | Make sure the trays are firmly installed. See page 27. |
| | • Pieces of paper inside Copier? | Remove all pieces of misfed paper. See page 32. |
| | • Paper curled or damp? | Store copy paper flat in the wrapper in a dry location. See page 31. |
| Dust, dirt, smudges appear on copies. | • Document glass or document cover dirty?<br>• RADF belt clean? | Clean regularly. See next page. |
| | • Original smudged or blotchy? | Use clean original. |

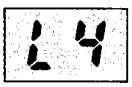
If problems persist after checking the above, please consult your Key Operator prior to contacting your authorised Sharp Service Centre should further assistance be required.

## Self-diagnostic function

An automatic self-diagnostic function is built into the SF-2035. Should the Copier malfunction, the self-diagnostic function will locate the problem and stop the Copier to prevent damage. An alphanumeric code will appear on the copy quantity display.




**Example 1**
(CH) will light when any cover is open. Check the covers to ensure that they are all closed.



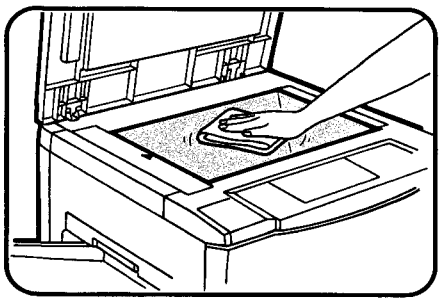

**Example 2**
Should the Copier completely stop, and an alphanumeric code and the message "CALL FOR SERVICE" appear, contact your authorised Sharp Service Centre with your Key Operator.

★ *KEY OPERATOR* *See page 81.*

# USER MAINTENANCE

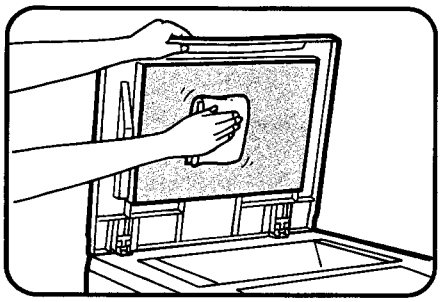
Proper care is essential for clean, sharp copies. Please take a few minutes to regularly clean your SF-2035 Copier.

## Document glass and document cover



**Stains on the document glass or document cover will also be copied. Wipe the document glass and document cover with a soft, clean cloth.**

- If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.



- If an optional RADF is installed, wipe the transport belt with a soft, clean cloth.

# SPECIFICATIONS

| | |
|---|---|
| Type | Desktop |
| Copy system | Dry, electrostatic transfer system |
| Originals | Sheets, bound documents |
| Original size | Max. A3 (11" x 17") |
| Copy sizes | Max. A3 (11" x 17"), min. A6 (8-1/2" x 5-1/2") |
| Copying speed (at 100% copy ratio) | 35 copies/min. (A4 (8-1/2" x 11"))<br>23 copies/min. (B4 (8-1/2" x 14"))<br>20 copies/min. (A3 (11" x 17")) |
| Continuous copy | Max. 999 copies; subtractive counter |
| First copy time | Approx. 3.1 sec. |
| Warm-up time | Approx. 2 min. |
| Copy ratio | Variable 50 to 200% in 1% increments, total 151 steps; Fixed, 100%, 86%, 81%, 70%, 50%, 115%, 122%, 141%, 200% (100%, 95%, 77%, 64%, 50%, 121%, 129%, 141%, 200%) |
| Exposure system | Moving optical source, slit exposure (stationary platen) with automatic exposure function |
| Copy paper feed | One paper tray with automatic feed (500 sheets) or two paper trays with automatic feed (500 sheets each); manual feed tray with 50-sheet automatic feed capability |
| Fusing system | Heat rollers |
| Developer system | Magnetic brush development |

| | |
|---|---|
| Light source | Halogen lamp |
| Power supply | Local voltage ±10% |
| Power consumption | Max. 1.5 kW |
| Weight (with optional document cover SF-CV13) | Approx. 64.5 kg (142.2 lbs.)<br>Approx. 70.7 kg (156 lbs.)<br>(with 500-sheet paper drawer)<br>Approx. 72 kg (158.8 lbs.)<br>(with duplex module) |
| Copier dimensions (with optional document cover SF-CV13) | 633(W) x 650(D) x 607(H) mm<br>(24-59/64"(W) x 25-19/32"(D) x 23-29/32"(H)) |
| Optional equipment | Document cover (SF-CV13)<br>Reversing automatic document feeder (SF-A54)<br>20-bin sorter (SF-S15)<br>20-bin staple sorter (SF-S53)<br>Stand/500-sheet paper drawer (SF-D20)<br>Stand/1000-sheet paper drawer (SF-D21)<br>Duplex module (SF-DM11)<br>500-sheet paper drawer (SF-CM11)<br>Personal counter (SF-71A/71B)<br>Cassette (SF-IC11)<br>Card counter (SF-EA11)<br>Auditor (SF-EA12)<br>Counter commander (SF-EA13) |

*Specifications are subject to change for improvement without notice.

# OPTIONAL EQUIPMENT

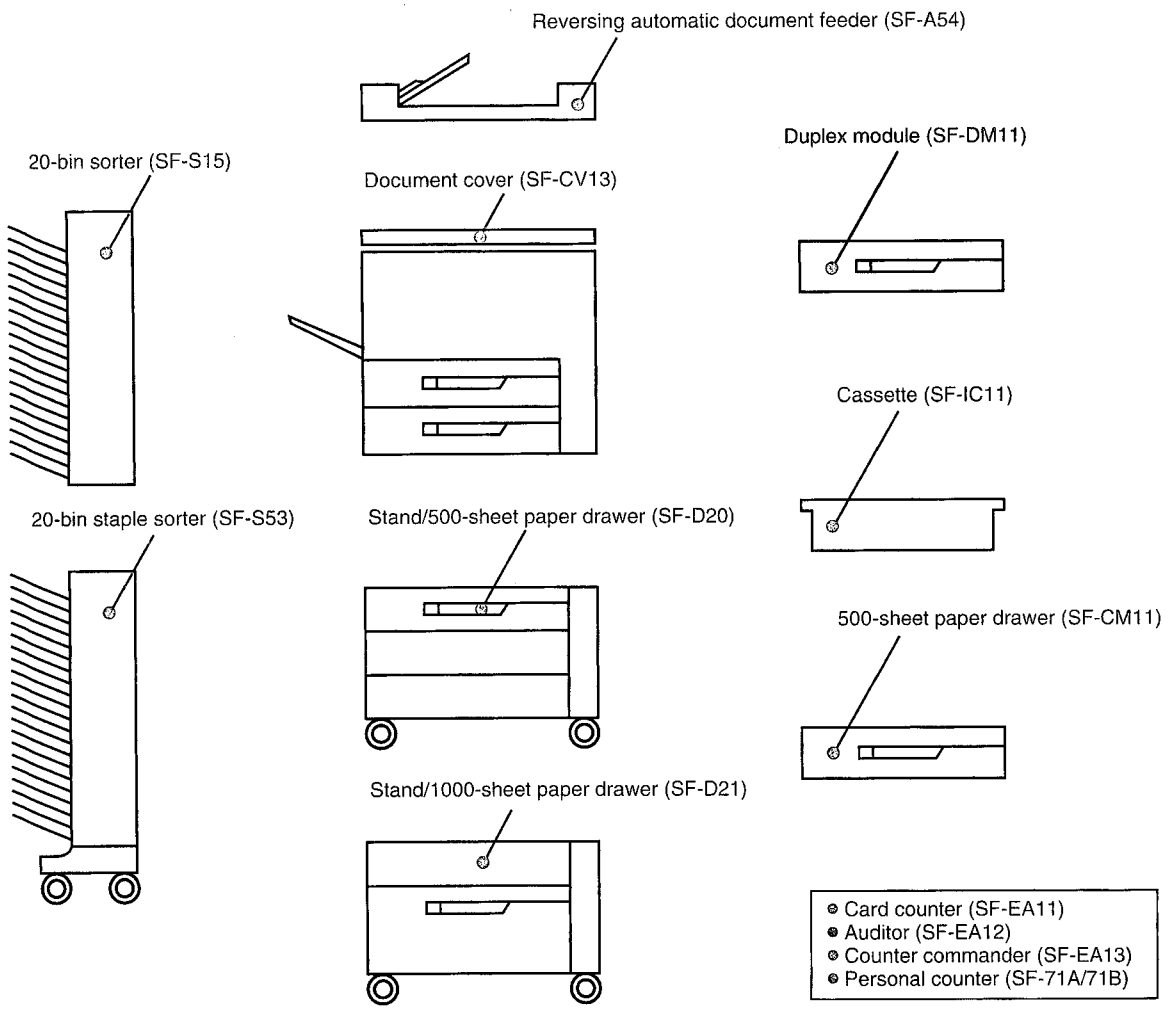
## CONTENTS


| | Page |
|---|---|
| • **SYSTEM CONFIGURATION** | 42 |
| • **REVERSING AUTOMATIC DOCUMENT FEEDER (SF-A54)** | 43 |
| • Part names and specifications | 43 |
| • Normal copying | 44 |
| • Copying two-sided originals | 45 |
| • Duplex copying of single-sided originals | 46 |
| • Covers | 47 |
| • Misfeed removal | 48 |
| • **20-BIN SORTER (SF-S15)** | 49 |
| • **20-BIN STAPLE SORTER (SF-S53)** | 49 |
| • Part names | 49 |
| • Using a sorter | 50 |
| • Sorter capacities | 51 |
| • Staple sort (SF-S53 only) | 52 |
| • Manual stapling | 54 |
| • Staple cartridge replacement | 55 |
| • Staple jam removal | 56 |
| • Misfeed removal | 58 |
| • Specifications | 60 |
| • **STAND/500-SHEET PAPER DRAWER (SF-D20)** | 61 |
| • **STAND/1000-SHEET PAPER DRAWER (SF-D21)** | 61 |
| • Part names | 61 |
| • Loading copy paper | 62 |
| • Misfeed removal | 63 |
| • Specifications | 64 |
| • **CARD COUNTER (SF-EA11)** | **Please refer to respective manual.** |
| • **AUDITOR (SF-EA12)** | |
| • **COUNTER COMMANDER (SF-EA13)** | |
| • **PERSONAL COUNTER (SF-71A/71B)** | |


The optional Stand/500-Sheet Paper Drawer (SF-D20) is not sold in some areas.

# SYSTEM CONFIGURATION

A number of options are available for the SF-2035 Copier which allow you to configure a copier system to meet your needs. The options include the following.



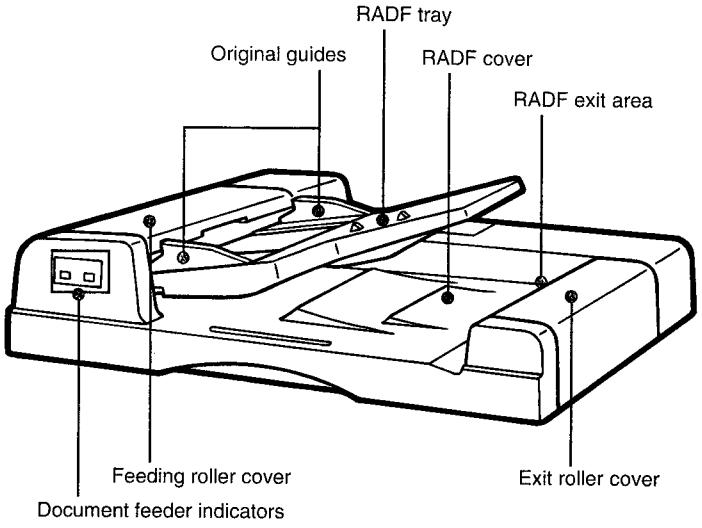

**NOTE:**
Operating instructions follow for the Document Feeder (SF-A54), Sorters (SF-S15 and SF-S53), Stand/500-sheet paper drawer (SF-D20), and Stand/1000-sheet paper drawer (SF-D21). For the Card Counter (SF-EA11), the Auditor (SF-EA12) and the Counter Commander (SF-EA13), see their manual.

The optional Stand/500-Sheet Paper Drawer (SF-D20) is not sold in some areas.

# REVERSING AUTOMATIC DOCUMENT FEEDER (SF-A54)

The RADF tray holds up to 50 originals for automatic feeding. Two-sided originals can be copied automatically without having to manually turn them over. Used together with a duplex module, duplex copies of two-sided originals can be made.

## PART NAMES




### Document Feeder Indicators

**Original feed indicator**
The originals in the tray will be fed.

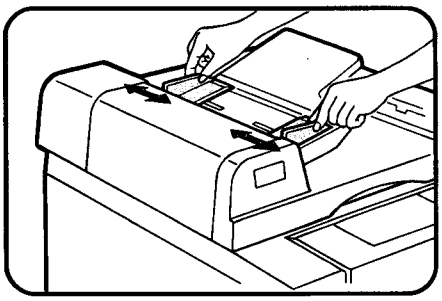
**Original reminder**
An original is still on the document glass.

### Specifications

| | | |
|---|---|---|
| Acceptable originals | Weight: | Single-sided original: 50 to 128 g/m² (14 to 34 lbs.)<br>Two-sided original: 50 to 128 g/m² (14 to 34 lbs.) for A5 and A4 (8-1/2" x 5-1/2" and 8-1/2" x 11"). 50 to 110 g/m² (14 to 29 lbs.) for B4 and A3 (8-1/2" x 14" and 11" x 17"). |
| | Size: | A5 to A3 (8-1/2" x 5-1/2" to 11" x 17"). |
| | Number: | Up to 50 sheets for A5, A4 and B4 (8-1/2" x 5-1/2", 8-1/2" x 11" and 8-1/2" x 14"), provided the total aggregate thickness does not exceed 6.5 mm or 1/4" (50 to 80 g/m² or 14 to 20 lbs.) or 5 mm or 3/16" (80 to 128 g/m² or 21 to 34 lbs.). Up to 30 sheets for A3 (11" x 17"). |
| Power supply | Drawn from the copier. | |
| Weight | Approx. 15 kg (33.1 lbs.) | |
| Dimensions | 600(W) x 525(D) x 175(H) mm (23-5/8"(W) x 20-43/64"(D) x 6-57/64"(H)) | |

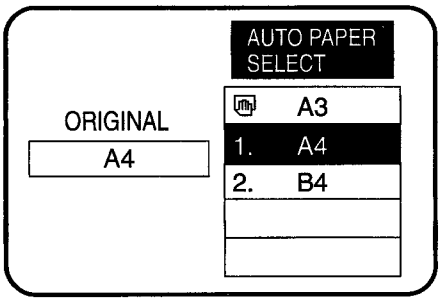
*Specifications are subject to change for improvement without notice.

## Normal copying

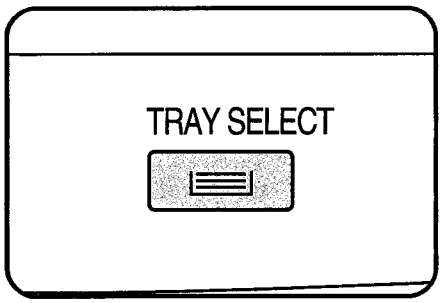


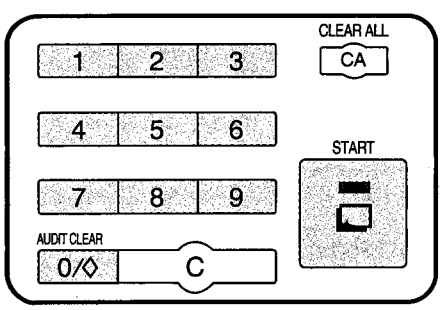
**1 Set the original guides to the width of the original(s), and set the original(s) on the RADF tray face up with the first page on top.**

- Be sure to remove any staples or paper clips from the originals.
- For best feeding of originals which have binding holes punched into them, insert them so that the holes are positioned to the right or along the side guides.
- Special originals such as transparency films and tracing papers should not be fed through the RADF but should be copied directly off the document glass.
- The detected size of the set of original(s) will be displayed.
- Different size originals with the same width can be placed on the RADF tray and automatically copied onto their respective size copy paper.
  The automatic copy ratio selection will not function in this case.



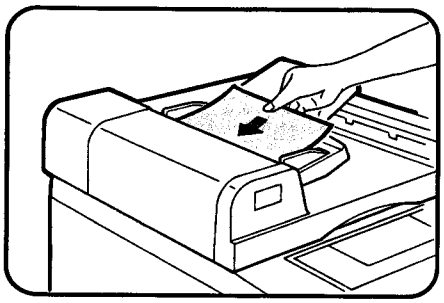

- The paper size matching the original size will be automatically selected. To copy onto a different size paper, press the TRAY SELECT key.



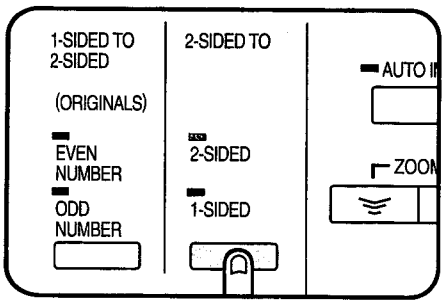




**2 Select all other desired Copier functions, set the copy number, and press the START key.**

## Copying two-sided originals

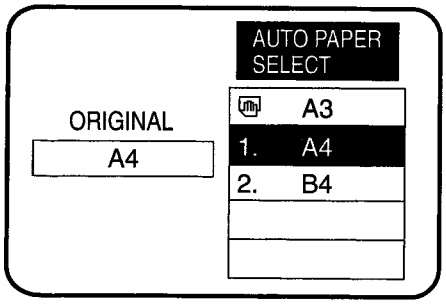


**1** **Set the two-sided original(s) face up on the RADF tray and adjust the original guides.**

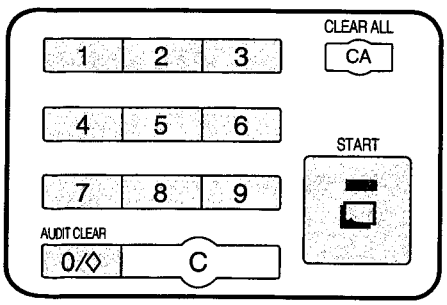



**2** **Press the 2-SIDED key.**

- Select 1-SIDED to make single-sided copies.
- Select 2-SIDED to make two-sided copies when a duplex module is installed.




- The paper size matching the original size will be automatically selected. To copy onto a different size paper, press the TRAY SELECT key.




**3** **Set the copy number and press the START key.**

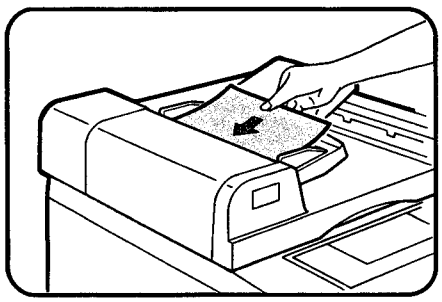
- The maximum number of copies in the duplex mode is 50 for A5, A4 and A4R (8-1/2" x 11" and 8-1/2" x 11"R) and 30 for B4 and A3 (8-1/2"x14" and 11"x17") paper.
- If originals exceeding the above number are set, the following message will appear.

```
READY TO COPY.
30 (or 50) COPIES WILL BE MADE.
30 (or 50) IS MAXIMUM FOR THE DUPLEX TRAY.
```

- To cancel the duplex mode, press the 2-SIDED key until the indicator goes out.

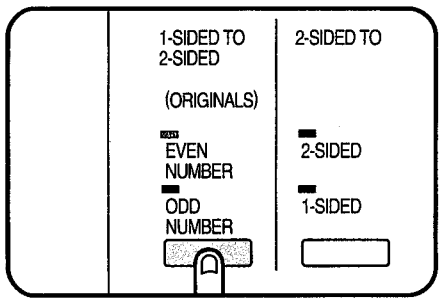
## Duplex copying of single-sided originals

A duplex module must be installed in the Copier.



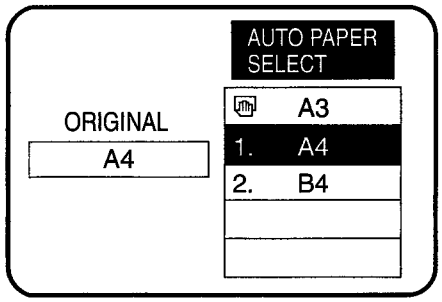
**1 Count the number of originals.**

**2 Set the originals face up on the RADF tray, and adjust the original guides.**

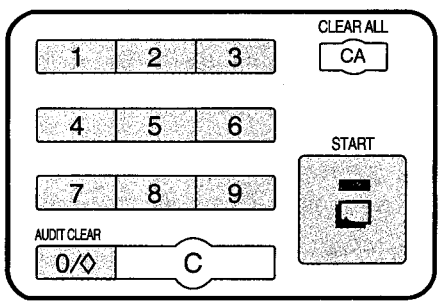



**3 Press the 1-SIDED TO 2-SIDED key to select EVEN NUMBER or ODD NUMBER according to the number of originals.**

- To ensure the proper order of duplex copies, the last page of an odd number set is copied single-sided and delivered to the exit tray.




- The paper size matching the original size will be automatically selected. To copy onto a different size paper, press the TRAY SELECT key.




**4 Set the copy number and press the START key.**

- The maximum number of copies in the duplex mode is 50 for A5, A4 and A4R (8-1/2" x 11" and 8-1/2" x 11"R) and 30 for B4 and A3 (8-1/2"x14" and 11"x17") paper.
- If originals exceeding the above number are set, the following message will appear.

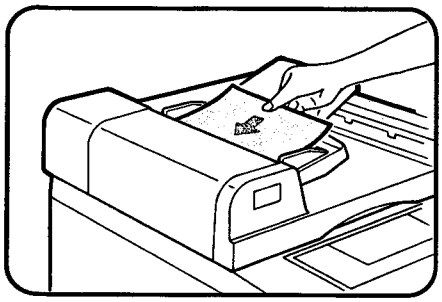
```
READY TO COPY.
30 (or 50) COPIES WILL BE MADE.
30 (or 50) IS MAXIMUM FOR THE DUPLEX TRAY.
```

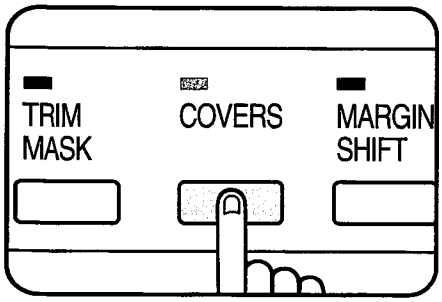
- To cancel the duplex mode, press the 1-SIDED TO 2-SIDED key until the indicator goes out.

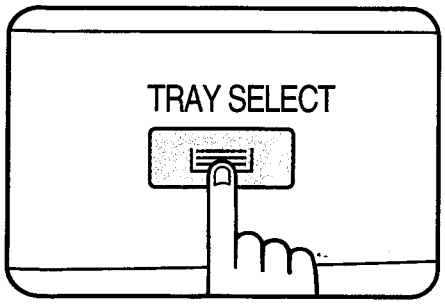
## Covers

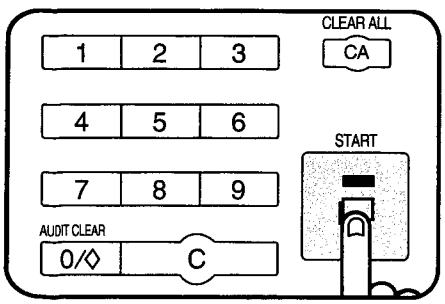
The COVERS mode is used to place covers on the front, back, or both the front and back of multipage documents.

- The COVERS mode can only be selected after an original has been placed in the RADF tray.
- Front cover sheets can be copied, but only on the front side even in the 1-sided to 2-sided and 2-sided to 2-sided copy modes. The back side of the original designated as the cover will not be copied. Use single-sided originals as cover originals.
- Copying cannot be performed onto back covers.
- Cover sheets must be fed from the manual feed tray and must be the same size as the copy paper being used to copy the document.
- Paper from A5 to A3 (8-1/2" x 5-1/2" to 11" x 17") in the weight range of 56 to 80 g/m² (15 to 21 lb.) can be used for covers.






**1 Place the originals face up in the RADF tray.**

**2 Press the COVERS key.**

- The following message will appear.

```
USE 10-KEY PAD TO SELECT COVER
PLACEMENT.
FRONT      BACK       FRONT+BACK
: PUSH 1   : PUSH 2   : PUSH 3
```

**3 Select the cover placement using the 10-key pad.**

- The following message will appear if 1 or 3 is pressed.

```
PRINT ON FRONT COVER?
USE 10-KEY PAD TO SELECT.
YES:PUSH 1      NO:PUSH 2
```

**4 Select print or no print as desired.**

**5 Select the desired paper tray and load the cover stock into the manual feed tray.**

- Be sure to use the same size paper as used for the covers.
- The following message will appear.

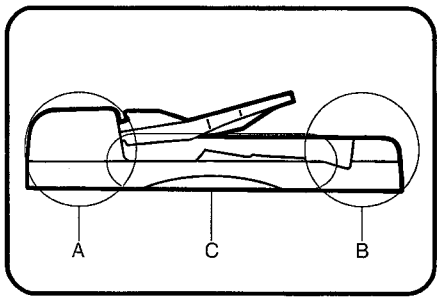
```
COVER SELECTION IS COMPLETE.
```

**6 Press the START key.**

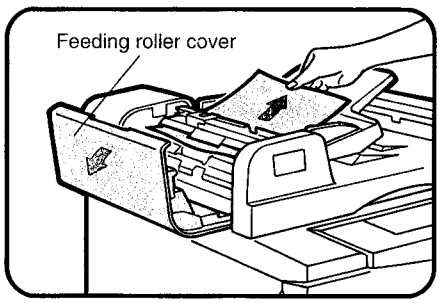
- Before copying starts, a back cover will be processed blank and deposited in the exit tray.
- If not copying onto the front cover, all copies will be made and then a front cover will be processed blank and deposited on top of the copies.
- If copying onto the front cover, the last original to be copied (first page) will be copied onto the front cover.
- To cancel the mode, press the COVERS key.

## Misfeed removal

The Copier will stop when a misfeed occurs.
The message "CLEAR MISFEEDS AS INDICATED. PRESS THE [*]KEY FOR RECOVERY INSTRUCTIONS." will appear with a display of paper misfeed locations. Press the INFORMATION and SCROLL DISPLAY keys for more detailed information as necessary.

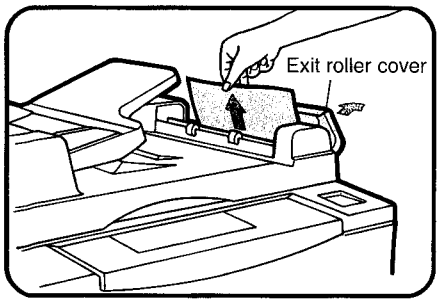



**A paper misfeed may occur at one of three locations: (A) in the RADF tray, (B) in the exit roller, or (C) under the transport belt.**



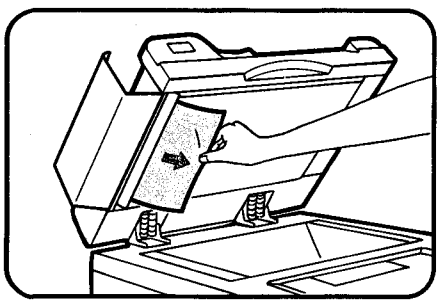

**(A) Open the feeding roller cover and pull the original gently to the right and out from the RADF tray.**

- Be sure to open and close the RADF cover to cancel the misfeed location display.




**(B) Open the exit roller cover and gently pull the original out.**

- Be sure to open and close the RADF cover to cancel the misfeed location display.



**(C) Open the feeding roller cover, open the RADF cover and remove the original.**

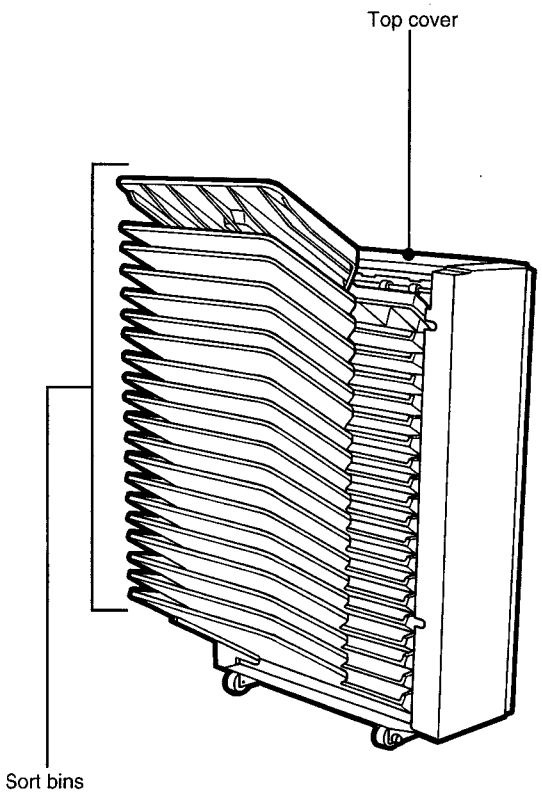
- A message will appear, indicating the number of originals which must be returned to the RADF tray. Return the originals and press the START key to resume copying.

# 20-BIN SORTER (SF-S15)
# 20-BIN STAPLE SORTER (SF-S53)

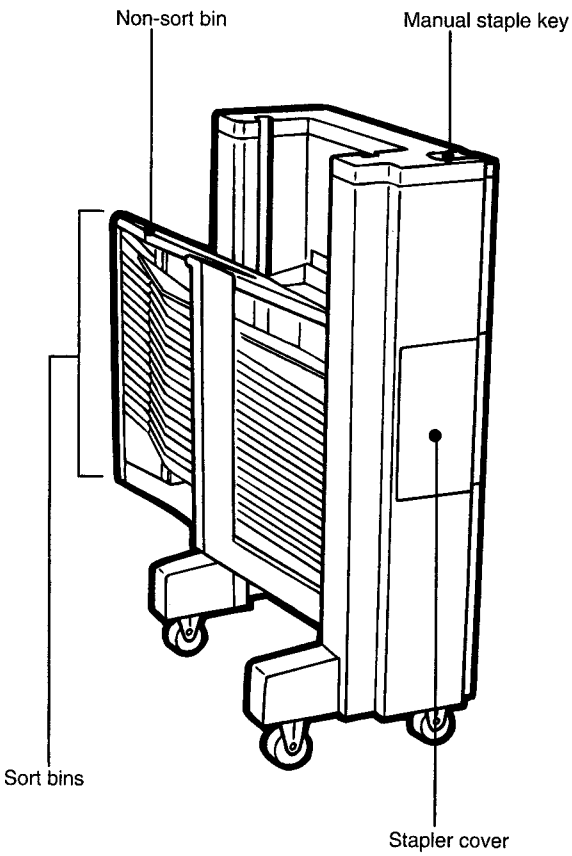
The SF-S15 20-Bin Sorter has two sorter modes for different copying jobs: one sorts by sets of originals and the second groups by original.
The SF-S53 20-Bin Staple Sorter has, in addition to the above two modes, a STAPLE SORT mode. Sorted copies can be automatically stapled together.
The maximum allowable number of copies varies with the selected mode.
The copy number will be automatically reset to the maximum copy number allowable for the selected mode when copying begins if this maximum is exceeded.

## PART NAMES

**SF-S15**

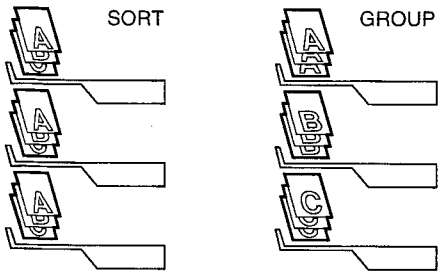



**SF-S53**




**CAUTION**

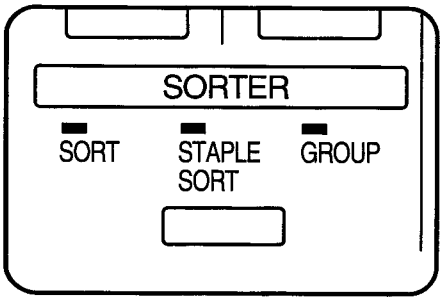
Do not put pressure on the sorter or subject it to undue force.




## Using a sorter

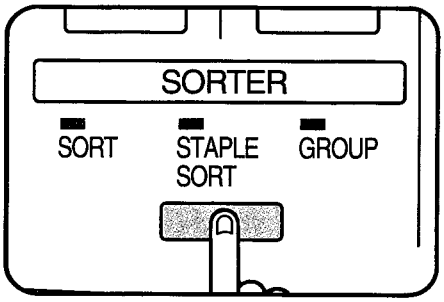
**Press the SORTER key to select the desired mode. (The STAPLE SORT mode cannot be selected for the SF-S15.)**

To cancel the mode, press the SORTER key until the indicator goes off.




## NON-SORT

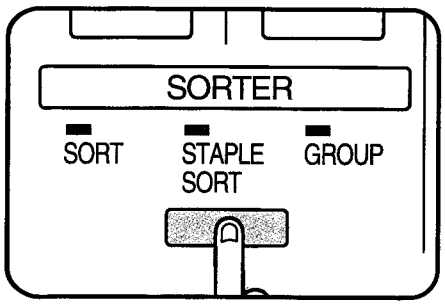
When neither of the three sorter modes, SORT, GROUP or STAPLE SORT is selected, the Copier is in the NON-SORT mode. In this mode all copies will be deposited in the top bin of the sorter. Be sure to use the NON-SORT mode when copying onto special papers such as transparency films or label stock.




## SORT

**Press the SORTER key to select the SORT mode.**

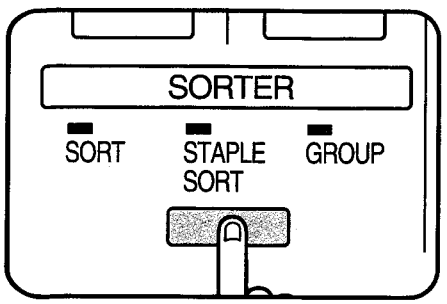
SORT is used for automatic copy collating. Copies of each original are sequentially deposited in the sort bins.




## STAPLE SORT (SF-S53 only)

**Press the SORTER key to select the STAPLE SORT mode.**

In this mode, copies are automatically sorted and finished sets of copies can be stapled with the manual staple key.
When used in conjunction with an optional RADF, sorted copies will be automatically stapled .



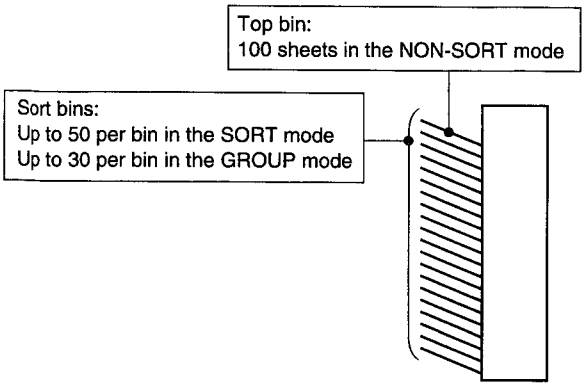

## GROUP

**Press the SORTER key to select the GROUP mode.**

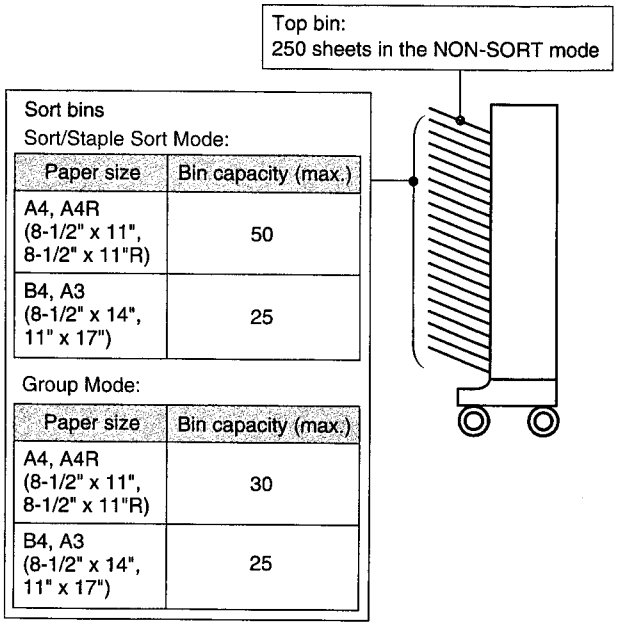
In the GROUP mode, all copies of the same original are deposited in the same bin.

## SORTER CAPACITIES

### SF-S15




### SF-S53




The limit for the number of originals which can be used and the number of copies to be set for each paper size are as follows:

### SF-S15

| Mode | Paper size | Max. No. of originals | Max. No. of copies to be set |
|---|---|---|---|
| NON-SORT | Min. A6 (8-1/2" x 5-1/2") Max. A3 (11" x 17") | – | 100 |
| SORT | A4, A4R, B4, A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17") | 50 | 20 |
| GROUP | | 20 | 30 |

### SF-S53

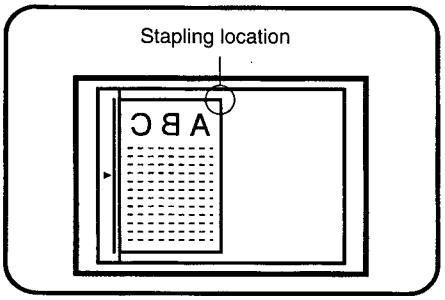
| Mode | Paper size | Max.No. of originals | Max.No. of copies to be set |
|---|---|---|---|
| NON-SORT | Min. A5 (8-1/2" x 5-1/2") Max. A3 (11" x 17") | – | 250 |
| SORT/ STAPLE SORT | A4, A4R (8-1/2" x 11", 8-1/2" x 11"R) | 50 | 20 |
| | B4, A3 (8-1/2" x 14", 11" x 17") | 25 | |
| GROUP | A4, A4R (8-1/2" x 11", 8-1/2" x 11"R) | 20 | 30 |
| | B4, A3 (8-1/2" x 14", 11" x 17") | | 25 |

Note:
When making single-sided copies from two-sided originals, the maximum number of originals that can be used is half the number shown in the above table.

## STAPLE SORT (SF-S53 only)

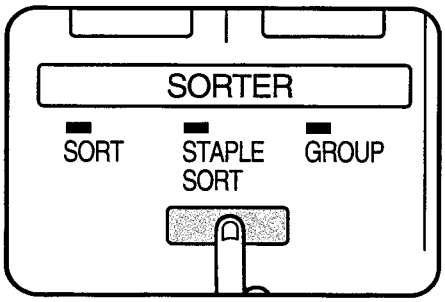
The STAPLE SORT mode automatically staples copies of A4, A4R, B4 and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14" and 11" x 17") sizes. For other paper sizes, use the manual stapling mode. See page 54.

## Using the Document Glass



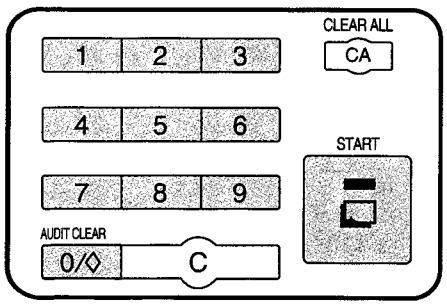

**1 Set the original on the document glass with the corner to be stapled to the upper right.**

- If the number of copies to be made is more than 50 for A4 or A4R (8-1/2" x 11" or 8-1/2" x 11"R) paper or 25 for B4 or A3 (8-1/2" x 14" or 11" x 17") paper, the copies will not be stapled.




**2 Press the SORTER key to select the STAPLE SORT mode.**

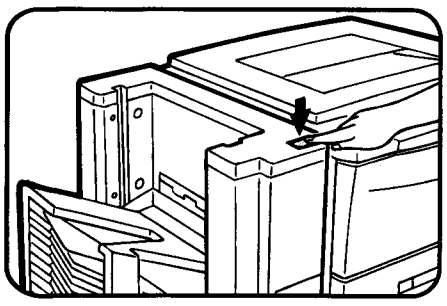
- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT mode.




**3 Set the copy number.**

- Up to 20 sets can be made.

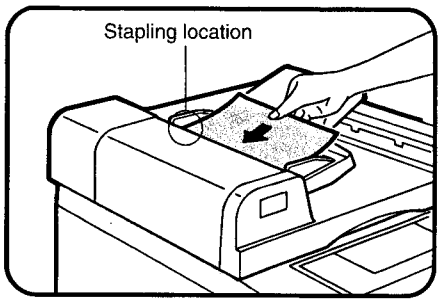
**4 Press the START key.**



**5 When all copies are made and sorted, press the manual staple key.**

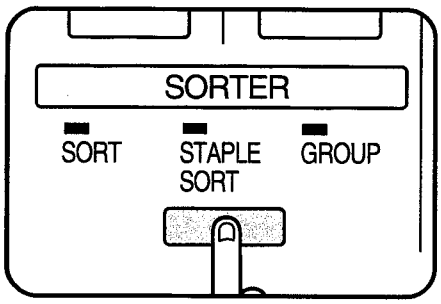
- Each set of copies will be automatically stapled.
- Sets of copies containing copies of different width will not be stapled.

## Using the RADF



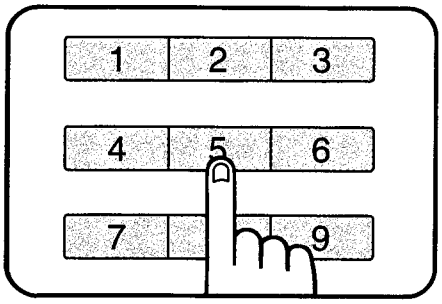

**1** **Set the originals in the RADF tray face up with the stapling position in the upper left corner.**

- If the number of copies to be made is more than 50 for A4 or A4R (8-1/2" x 11" or 8-1/2" x 11"R) paper or 25 for B4 or A3 (8-1/2" x 14" or 11" x 17") paper, the copies will not be stapled.



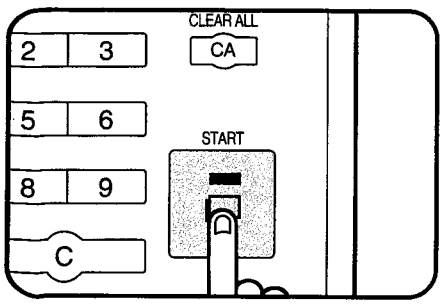

**2** **Press the SORTER key to select the STAPLE SORT mode.**

- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT mode.




**3** **Set the copy number.**

- Up to 20 sets can be made.

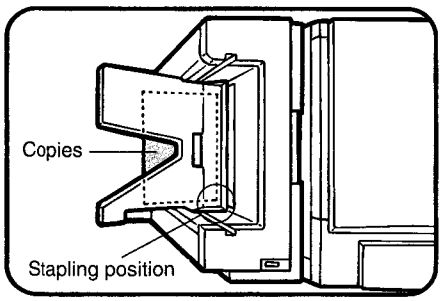


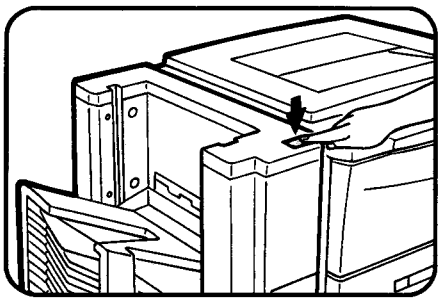

**4** **Press the START key.**

- When copying and sorting are completed, each set of copies will be automatically stapled.
- Sets of copies containing copies of different width will not be stapled.

## Manual stapling

To use the stapling feature only without using the STAPLE SORT mode, follow the procedure below.



**1** **Align the edges of the copies to be stapled.**

**2** **Place the set of copies into the bin below the non-sort bin, making sure the edges are flush with the inner right corner, as shown in the figure.**

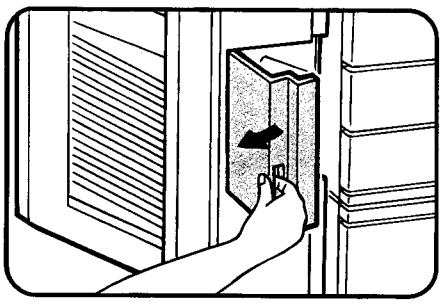
- Make sure that there is no paper in the other sort bins. If there is, the manual staple key will not light up.
- Up to 50 sheets of paper can be stapled together. Exceeding this maximum may result in damage to the stapler.

**3** **When the manual staple key lights, press the manual staple key.**

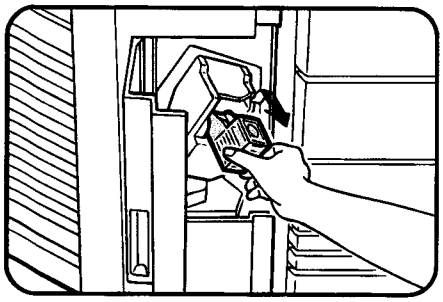
- The set of copies will be stapled.

## Staple cartridge replacement

The message "ADD STAPLES--. FOLLOW INSTRUCTIONS INSIDE THE STAPLE SORTER." will appear when the staple cartridge is empty. Replace the staple cartridge as follows:

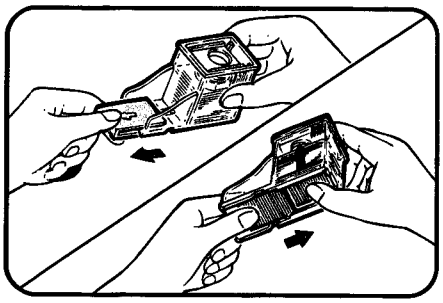


**1** **Open the stapler cover.**



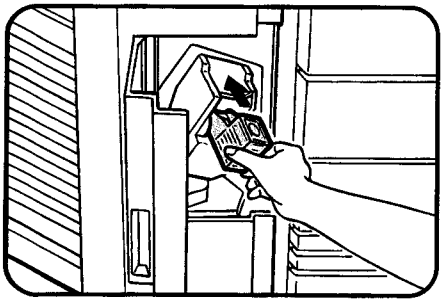
**2** **Pull the empty staple cartridge up and out to remove it.**

- Do not remove the staple cartridge unless the message "ADD STAPLES." is displayed. Doing so will cause the stapler to jam.



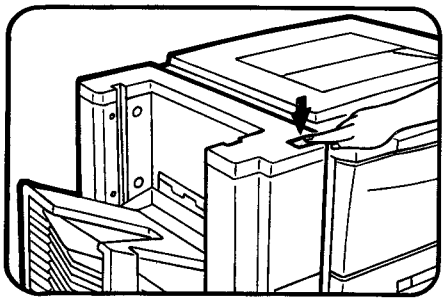
**3** **Remove the protective covering from a new staple cartridge and check to ensure the staples are all stacked within the cartridge.**

- No staple sheet should be protruding into the staple guide. If one is, push it back into the staple cartridge.
- The cartridge holds 5000 staples.



**4** **Insert the new staple cartridge into the stapler until it clicks into place.**

**5** **Close the stapler cover.**

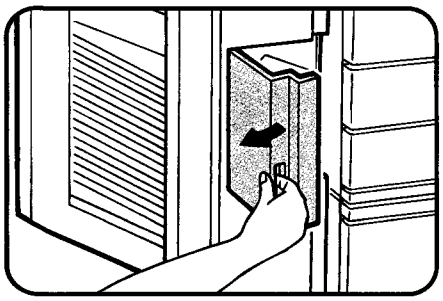


**6** **Place a sheet of paper into the bin below the non-sort bin. When the manual staple key lights, press the manual staple key.**

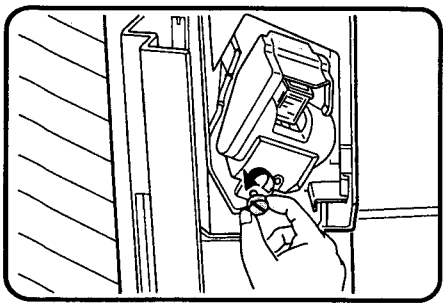
- Check to ensure that the sheet is stapled.
  If it is not stapled, press the manual staple key again.
- If the stapler does not operate properly even after replacement, a staple may be jammed. See next page.
- Staples for the staple sorter are available from your Sharp dealer.

## Staple jam removal

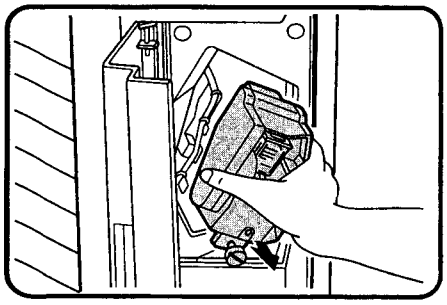
"REMOVE STAPLER AND CHECK IT." will be displayed if staples become jammed in the stapler of an optional staple sorter SF-S53.



**1** **Turn off the copier and open the stapler cover.**

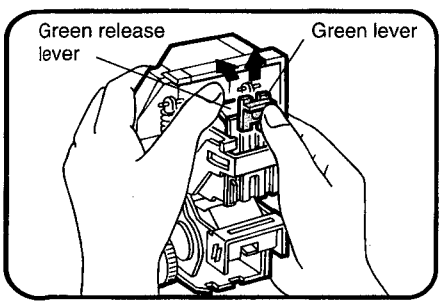


**2** **Loosen the screw securing the stapler.**

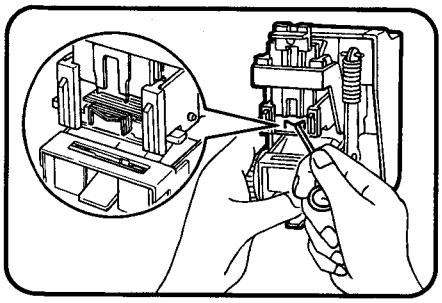


**3** **Pull out the stapler.**

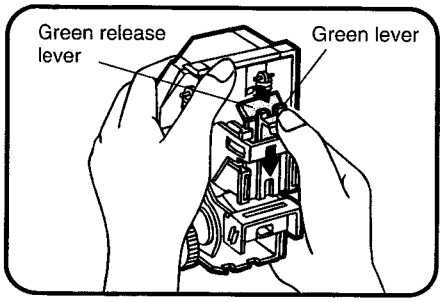
- The stapler is connected to the staple sorter by a cable. Use caution in handling the stapler so that the cable does not become damaged.




**4** **Press down and hold the green release lever on top of the stapler unit and slide the green lever on the face of the stapler up to the jammed staple.**

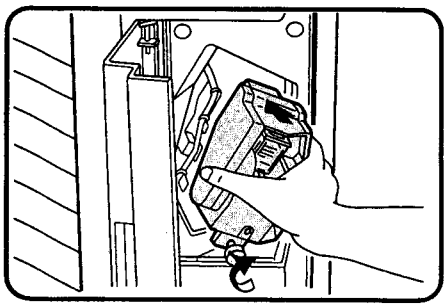


**5** **Use the tool attached to the inside of the stapler cover to remove the jammed staple as shown.**

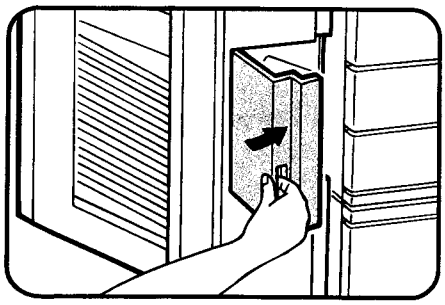



**6** **Return the green lever on the face of the stapler down into place.**
**Return the green release lever on top of the stapler unit to its upright position.**

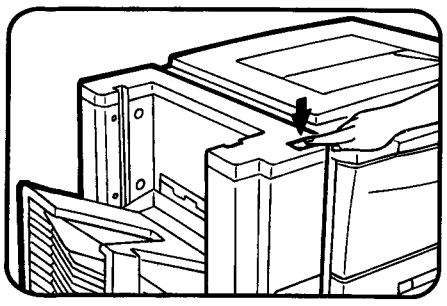
- If the levers are not returned to their original positions before the stapler is reinstalled, the stapler will jam again and may be damaged.



**7** **Place the stapler unit back into position.**
**Replace the stapler unit securing screw.**



**8** **Close the stapler cover and turn on the copier.**



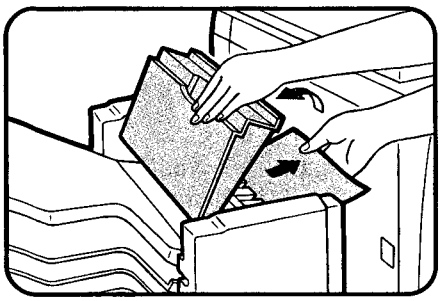
**9** **Following the stapling procedure on page 54, make a copy to check that the stapler works properly.**

- If it does not, repeat this procedure until the stapler works properly.

## Misfeed removal

The Copier will stop when a misfeed occurs.
The message "CLEAR MISFEEDS AS INDICATED. PRESS THE [*]KEY FOR RECOVERY INSTRUCTIONS." will appear with a display of paper misfeed locations. Press the INFORMATION and SCROLL DISPLAY keys for more detailed information as necessary.

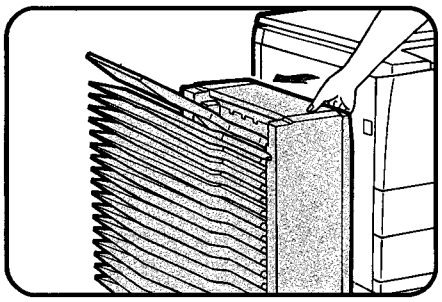
## SF-S15 20-Bin Sorter



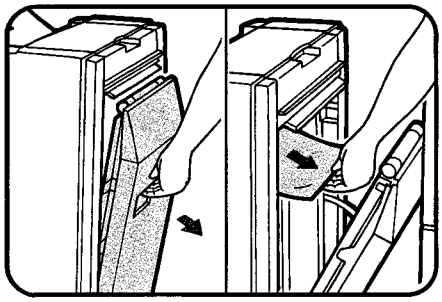
**1** **Open the top cover and remove the misfed paper.**

**2** **Close the top cover.**

- Confirm that the message display returns to the previous display.



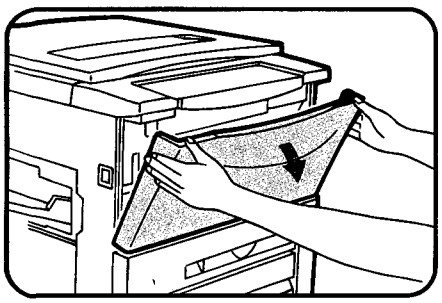
**3** **If the message to indicate a misfeed is still displayed, or the misfed paper cannot be seen from the top, slide the sorter carefully away from the Copier.**



**4** **Open the side cover and remove any misfed paper.**

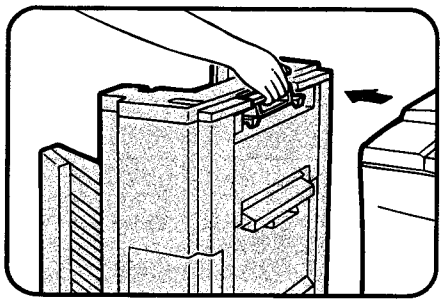
**5** **Close the side cover and push the sorter back to the Copier.**

- Confirm that the display returns to the previous display.

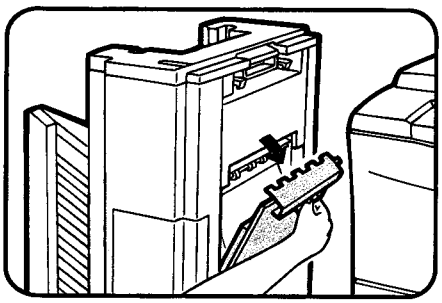


- If the message to indicate a misfeed is still displayed, check the inside of the copier and remove any remaining misfed paper.

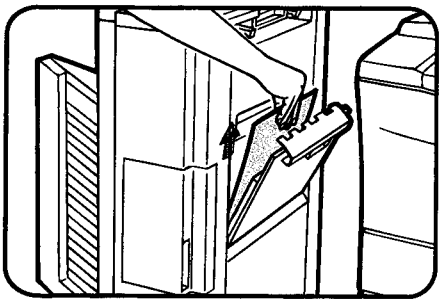
## SF-S53 20-Bin Staple Sorter



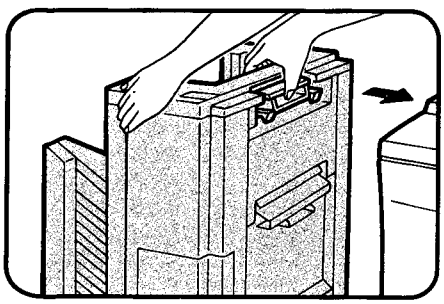
**1** **While holding the sorter release lever, carefully pull the staple sorter away from the Copier.**



**2** **Open the paper guide.**



**3** **Remove the misfed paper and return the paper guide to its original position.**



**4** **While holding the sorter release lever, push the staple sorter toward the copier and latch it into place.**

- Confirm that the message display returns to the previous display.
- If the message to indicate a misfeed is still displayed, check the inside of the copier and remove any remaining misfed paper.

## Specifications

### SF-S15

| | | |
|---|---|---|
| No. of bins | 20 | |
| Bin capacity | NON-SORT:<br>SORT:<br>GROUP: | 100 sheets (top bin)<br>50 sheets<br>30 sheets |
| Paper size | Top bin:<br><br>Sort bin: | Max. A3 (11" x 17")<br>Min. A6 (8-1/2" x 5-1/2")<br>Max. A3 (11" x 17")<br>Min. A4 (8-1/2" x 11") |
| Power supply | Drawn from the copier. | |
| Weight | Approx. 31 kg (68.4 lbs.) | |
| Dimensions | 500(W) x 520(D) x 957(H) mm<br>(19-11/16"(W) x 20-31/64"(D) x 37-11/16"(H)) | |

### SF-S53

| | | |
|---|---|---|
| No. of bins | 21 (Non-sort bin + 20 sort bins) | |
| Bin capacity | NON-SORT:<br><br>SORT/<br>STAPLE SORT:<br><br><br><br>GROUP: | 250 sheets for non-sort bin<br><br>50 sheets (A4 and A4R<br>(8-1/2" x 11" and 8-1/2" x 11"R))<br>25 sheets (B4 and A3<br>(8-1/2" x 14" and 11" x 17"))<br>30 sheets (A4 and A4R<br>(8-1/2" x 11" and 8-1/2" x 11"R))<br>25 sheets (B4 and A3<br>(8-1/2" x 14" and 11" x 17")) |
| Paper size | Non-sort bin:<br><br>Sort bins: | Max. A3 (11" x 17")<br>Min. A5 (8-1/2" x 5-1/2")<br>Max. A3 (11" x 17")<br>Min. A4 (8-1/2" x 11") |
| Stapling capacity | 50 sheets (80 g/m$^2$ or 21 lbs.) | |
| Power supply | Drawn from the copier. | |
| Weight | Approx. 42.1 kg (93 lbs.) | |
| Dimensions | 475(W) x 597(D) x 995(H) mm<br>(18-45/64"(W) x 23-33/64"(D) x 39-3/16"(H)) | |

*Specifications are subject to change for improvement without notice.

# STAND/500-SHEET PAPER DRAWER (SF-D20)
# STAND/1000-SHEET PAPER DRAWER (SF-D21)

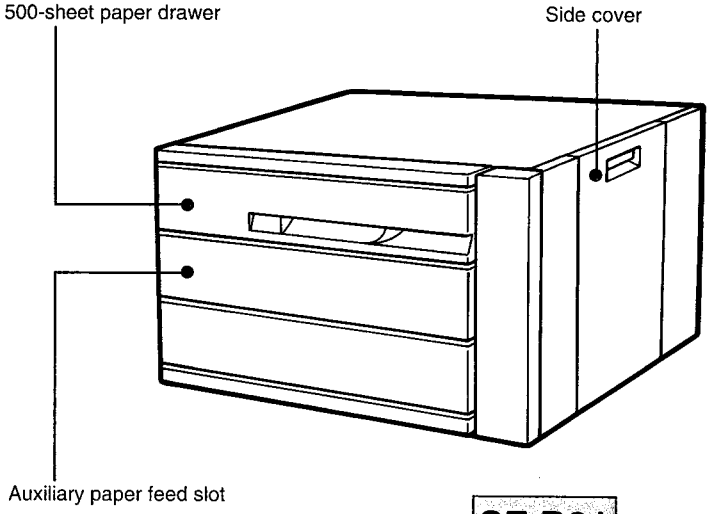
These optional stands with paper trays provide the convenience of increased paper capacity for the SF-2035 and make a choice of paper sizes readily available for copying. Even greater paper capacity and size flexibility are available when the stands are equipped with the optional auxiliary paper tray.

The SF-D20 is available with a 500-sheet paper drawer alone or with an optional auxiliary 500-sheet paper drawer for the additional flexibility of two feeds with a total capacity of 1000 sheets.

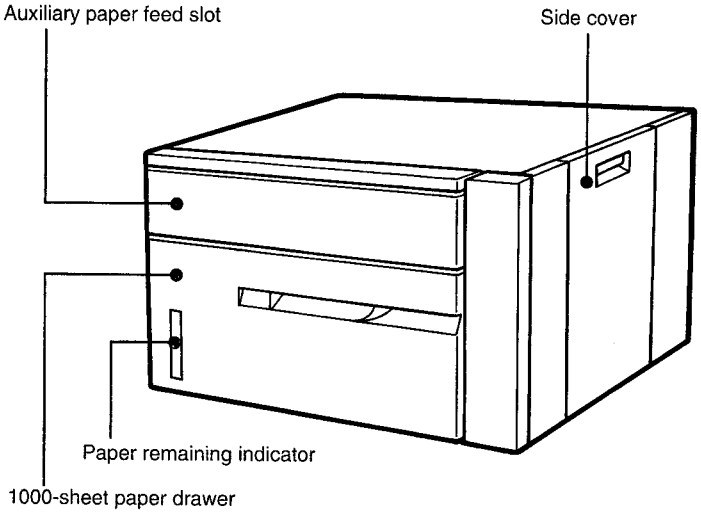
The SF-D21 is available with a 1000-sheet paper drawer alone or in combination with an optional auxiliary 500-sheet paper drawer for a total capacity of 1500 sheets.

## PART NAMES

### SF-D20



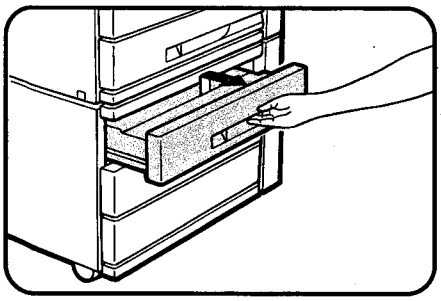

### SF-D21




The optional Stand/500-Sheet Paper Drawer (SF-D20) is not sold in some areas.

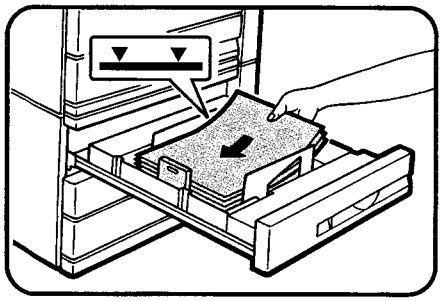
## Loading copy paper

The size of the copy paper for the paper tray will be set by Sharp service personnel according to your request when you purchase the Copier. If a different paper size setting is required, contact your authorised Sharp Service Centre with your Key Operator.
The 500-sheet paper drawer is available for four different paper sizes: A4, A4R, B4 and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14" and 11" x 17").
The 1000-sheet paper drawer is available for three different paper sizes: A4, A4R and B4 (8-1/2" x 11", 8-1/2" x 11"R and 8-1/2" x 14").



## Stand/500-sheet paper drawer

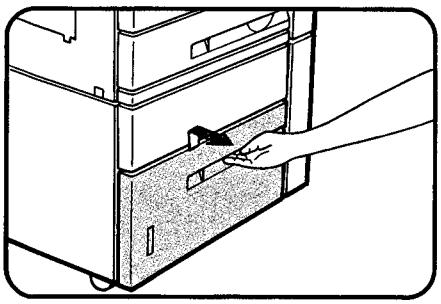
**1** **Gently lift and draw out the 500-sheet paper drawer.**



**2** **Fan the copy paper and insert it in the tray.**

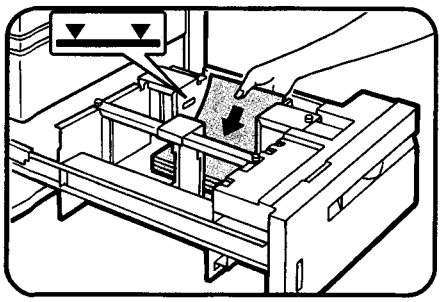
- The 500-sheet paper drawer holds up to 500 sheets of paper.
- Do not load paper above the maximum height line.

**3** **Push the tray firmly back into the copier.**



## Stand/1000-sheet paper drawer

**1** **Draw out the 1000-sheet paper drawer.**



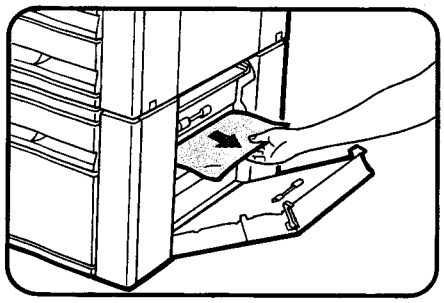
**2** **Fan the copy paper and insert it in the tray.**

- The 1000-sheet paper drawer holds up to 1,000 sheets of paper.
- Do not load paper above the maximum height line.

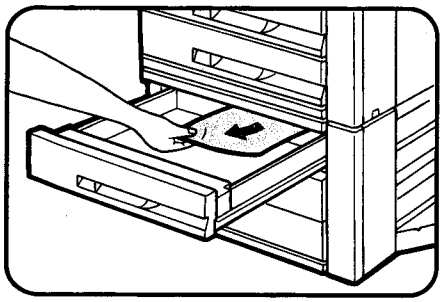
**3** **Push the tray firmly back into the Copier.**

## Misfeed removal

The Copier will stop when a misfeed occurs.
The message "CLEAR MISFEEDS AS INDICATED. PRESS THE [*]KEY FOR RECOVERY INSTRUCTIONS." will appear with a display of paper misfeed locations. Press the INFORMATION and SCROLL DISPLAY keys for more detailed information as necessary.

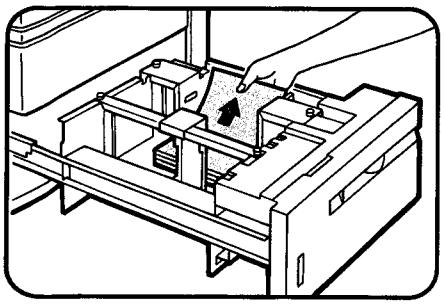


**1** **Open the side cover and remove any misfed paper.**

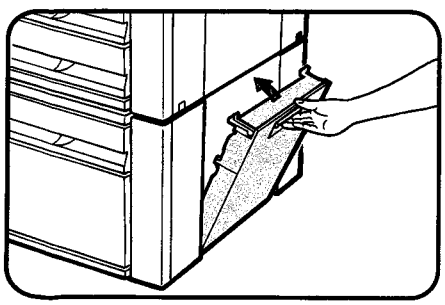


**2** **Gently lift and pull out the paper tray. Remove any misfed paper.**

⇦ STAND/500-SHEET PAPER DRAWER



⇦ STAND/1000-SHEET PAPER DRAWER



**3** **Close the paper tray and the side cover.**

- Confirm that the message display returns to the previous display.

## Specifications

### SF-D20

| | |
|---|---|
| Paper size | A4 to A3 (8-1/2" x 11" to 11" x 17") |
| Paper capacity | 500 sheets of paper<br>Total of 1,000 sheets of paper with an optional 500-sheet paper drawer installed. |
| Weight | Approx. 27.2 kg (60 lbs.) |
| Dimensions | 600(W) x 625(D) x 451(H) mm<br>(23-5/8"(W) x 24-39/64"(D) x 17-49/64"(H)) |

### SF-D21

| | |
|---|---|
| Paper size | A4 to B4 (8-1/2" x 11" to 8-1/2" x 14") |
| Paper capacity | 1,000 sheets of paper<br>Total of 1,500 sheets of paper with an optional 500-sheet paper drawer installed. |
| Weight | Approx. 33.2 kg (73.2 lbs.) |
| Dimensions | 600(W) x 625(D) x 451(H) mm<br>(23-5/8"(W) x 24-39/64"(D) x 17-49/64"(H)) |

*Specifications are subject to change for improvement without notice.

# KEY OPERATOR PROGRAM

This KEY OPERATOR PROGRAM section contains all of the programs and programming information for use by the Key Operator. The programs allow the Key Operator to tailor many functions of the SF-2035 for specific modes of operation. These programs can only be accessed after a Key Operator Code Number has been entered.
Please familiarise yourself with this and refer to the section for the information you need to keep the SF-2035 operating smoothly.

# CONTENTS

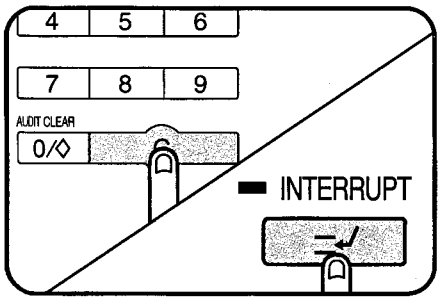

Page

- **KEY OPERATOR CODE NUMBER (P19)** ..... 66
  - Registering the Key Operator Code Number..... 66
- **KEY OPERATOR PROGRAMS** ..... 67
  - Using the Key Operator Programs ..... 69
- **KEY OPERATOR ASSISTANCE CALL**..... 81

# KEY OPERATOR CODE NUMBER (P19)

A Key Operator Code Number must be registered before using the key operator programs. The Key Operator must remember this number. Only this registered number will allow access to the key operator programs.

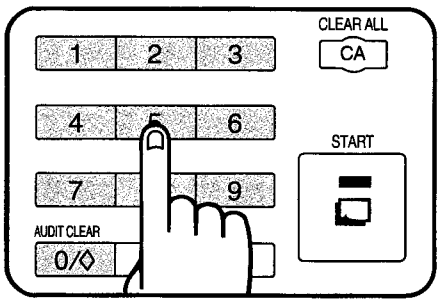
## Registering the Key Operator Code Number




**1** **Press the clear key, the INTERRUPT key, and the clear key again.**

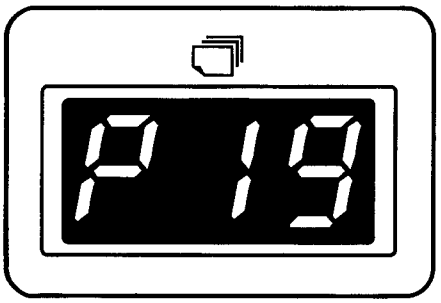
- The following message will appear.

```
ENTER KEY OPERATOR CODE.          -----
```




**2** **Enter your Key Operator Code Number using the 10-key pad.**

- When registering the Key Operator Code Number for the first time, enter the number that was set at the factory. (See page 83.)
- As the code number is entered, the dashes on the message will change to asterisks.
- When the entry is complete, a "P" will appear on the copy quantity display.

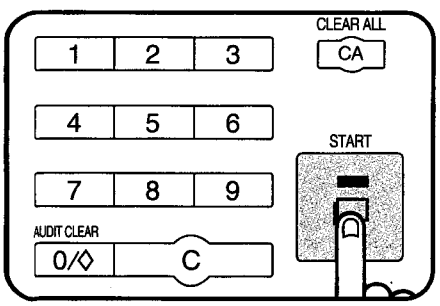



**3** **Enter the number 19 using the 10-key pad and press the START key.**

- The following message will appear.

```
P19: KEY OPERATOR CODE NUMBER CHANGE.
FROM □□□□□ TO -----, AND PRESS START.
```

**4** **Choose a new 5-digit code number and enter it using the 10-key pad.**




**5** **Press the START key.**

- The code number will change from the previous setting to the new setting.
- "P" will again appear on the copy quantity display.

**6** **To continue other key operator programs, enter the appropriate program code number.**
**To exit the key operator program mode, press the CLEAR ALL key.**

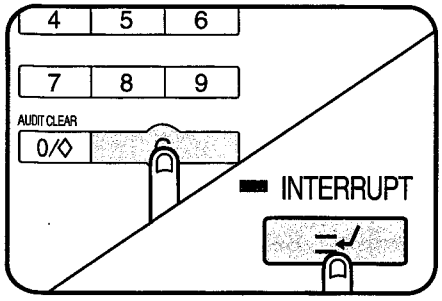
# KEY OPERATOR PROGRAMS

A complete list of all Key Operator Programs is provided below. These programs can only be accessed by first entering the Key Operator Code Number.
If the optional Card Counter (SF-EA11) or Auditor (SF-EA12) is installed, programs 10, 11, 13, 14 and 16 cannot be accessed.

| Code No. | Program Name | Function | Page No. |
|---|---|---|---|
| P10 | Auditing Mode | Enables or disables the basic auditing mode for copier access. | 70 |
| P11 | Copies by Account | Displays the total number of copies made against account numbers. | 70 |
| P13 | Billing Clear Mode | Clears all audit accounts or selectively clears individual accounts. | 70 |
| P14 | Account Number Control | Enters account numbers, clears account numbers, changes an account number, or displays all assigned account numbers. | 71 |
| P16 | Account Limit Setting | Sets the maximum number of copies which can be made against an assigned account number. | 72 |
| P18 | Account Number Security | Guards against trial and error entering of audit account numbers. | 73 |
| P19 | Key Operator Code Number Change | Changes the Key Operator Code Number. | 66 |
| P20 | Auto Exposure Adjust | Lightens or darkens copies in the automatic exposure mode. | 74 |
| P21 | Power Save Mode | Activates and sets a time interval after which the copier automatically turns off. | 74 |
| P22 | Toner Save Mode | Reduces toner consumption. | 74 |
| P23 | Auto Clear Setting | Sets a time interval after which the copier returns to the initial settings. | 75 |
| P24 | Add or Change Extra Presets | Adds or changes reduction and enlargement preset copy ratios. | 75 |
| P25 | Limit of Maximum Copies Selected | Sets the maximum copy numbers to be set. | 75 |
| P26 | Initial Margin Shift Setting | Sets the initial margin shift values. | 76 |
| P27 | Erase Area Adjustment | Sets the amount of the erase area. | 76 |
| P28 | Initial Status Setting | Sets the copier's initial settings in the ready condition. | 76 |
| P29 | Total Copy Count | Recalls the total copy counts of the copier, RADF, duplex module and staple sorter. | 77 |

| Code No. | Program Name | Function | Page No. |
|---|---|---|---|
| P30 | Auto Repeat | Sets and clears the auto repeat function. | 77 |
| P45 | Message Time Setting | Sets the length of time that messages are displayed. | 77 |
| P70 | Disabling of Auto Paper Selection | Prevents automatic paper selection. | 77 |
| P71 | Disabling of Auto Tray Switching | Prevents automatic switching between the paper trays. | 78 |
| P72 | Manual Feed Tray Prohibited in Duplex Copy | Prohibits the use of the manual feed tray during duplex copying. | 78 |
| P73 | Disabling of Job Program Changing | Prevents stored programs from being altered. | 78 |
| P74 | Disabling of Document Feeder | Prevents the use of the RADF when it malfunctions. | 78 |
| P75 | Disabling of Duplex Copying | Temporarily prevents the duplex system from operating when it malfunctions. Allows the use of the copier but not the duplex system. | 79 |
| P76 | Disabling of Stapler | Prevents damage to the stapler while awaiting repair service. | 79 |
| P77 | Disabling of Covers | Prevents the selection of COVERS mode. | 79 |
| P90 | Display the List of All P Codes | Sequentially displays all available programs. | 80 |

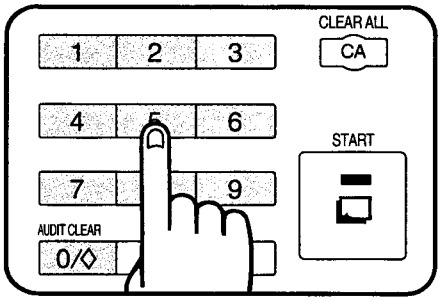
## Using the Key Operator Programs




**1** **Press the clear key, the INTERRUPT key, and the clear key again.**

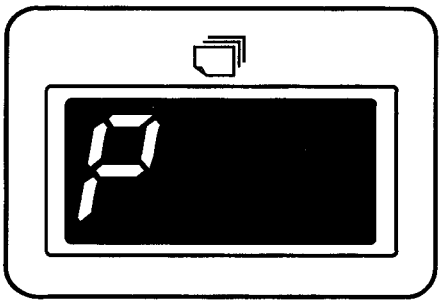
- The following message will appear.

```
ENTER KEY OPERATOR CODE.          -----
```




**2** **Enter the Key Operator Code Number.**

- The dashes on the message will change to asterisks. If the entered code number is correct, "P" will appear on the copy quantity display.

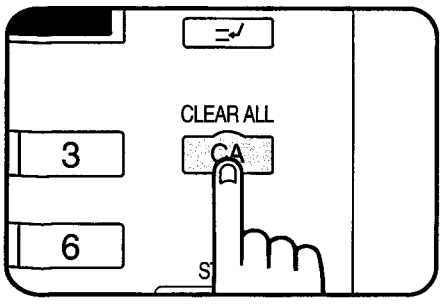



**3** **Enter the desired 2-digit program code number and press the START key.**

- The message display will show the number and name of the program.
- If a mistake is made during entry, press the clear key [C] to clear the entry.

**4** **Follow instructions for the program.**

- When finished setting the program or when the PROGRAM key is pressed to exit the program, "P" will appear on the copy quantity display so that another program can be selected.




**5** **To exit the key operator program mode, press the CLEAR ALL key.**

## P10 Auditing Mode

Program P10 is used to enable or disable the basic auditing mode of operation.
When disabled, the message in the display will be "READY TO COPY." Access to copying is open to any operator.
When enabled, the message in the display will be "ENTER YOUR ACCOUNT NUMBER -----." Copying in this state is limited to operators with an assigned 5-digit account number.
A maximum of 50, 5-digit account numbers can be assigned. Use Key Operator Program P14 to assign account numbers.

## P11 Copies by Account

Program P11 is used to display the total number of copies made against each account number.
When P11 is entered, the following message will appear.

```
P11: COPIES BY ACCOUNT.
INPUT ACCOUNT NUMBER TO BE DISPLAYED
AND PRESS START.
ACCOUNT NUMBER    NUMBER OF COPIES MADE
      -----               -------
```

**Input the account number and press the START key.**
**The number of copies made will be displayed.**

## P13 Billing Clear Mode

Program P13 is used to clear all audit accounts or to selectively clear individual accounts.
When P13 is entered, the following message will appear.

```
P13: BILLING CLEAR MODE.
 1.ALL ACCOUNTS    2.SINGLE ACCOUNT.
```

### To clear all accounts

**Press key 1.**

### To clear a single account

1. **Press key 2.**
   - The following message will appear.

   ```
   INPUT AN ACCOUNT NUMBER TO BE CLEARED.
   ACCOUNT # -----, PRESS START TO CLEAR.
   ```

2. **Enter the account number to be cleared.**
3. **Press the START key.**
4. **Continue with steps 2 and 3 for other account numbers. Press the PROGRAM key to exit the program.**

## P14 Account Number Control

Program P14 is used to enter account numbers, clear account numbers, change an account number, or display all account numbers.
When P14 is entered, the following message will appear.

```
P14: ACCOUNT NUMBER CONTROL.
 1.ENTER  2.CLEAR  3.CHANGE  4.DISPLAY
```

### To enter account numbers

1. **Press key 1.**
   - The following message will appear.

   ```
   INPUT AN ACCOUNT NUMBER TO BE ASSIGNED.
   ACCOUNT # -----, PRESS START TO ENTER.
   ```

2. **Enter a 5-digit account number.**
3. **Press the START key.**
   - If a number that is already assigned is entered, the message "THIS NUMBER IS ALREADY USED." will appear. Another number must be chosen.
4. **To enter other account numbers, repeat steps 2 and 3. Press the PROGRAM key to exit the program.**

### To clear account numbers

1. **Press key 2.**
   - The following message will appear.

   ```
   CLEAR ACCOUNT #:  1.ALL ACCOUNTS.
                     2.INDIVIDUAL ACCOUNT.
   ```

2. **To clear all accounts, press key 1. A message will appear to confirm the selection.**
   **To clear an individual account, press key 2 and follow the message instructions.**

   ```
   INPUT AN ACCOUNT NUMBER TO BE CLEARED.
   ACCOUNT # -----, PRESS START TO CLEAR.
   ```

3. **Enter the account number to be cleared.**
4. **Press the START key.**
5. **Continue with steps 3 and 4 for other account numbers. Press the PROGRAM key to exit the program.**

### To change an account number

1. **Press key 3.**
   - The following message will appear.

   ```
   INPUT AN ACCOUNT NUMBER TO BE CHANGED.
   ACCOUNT # -----, PRESS START.
   ```

2. **Enter the account number to be changed.**
3. **Press the START key.**
   - The following message will appear.

   ```
   CHANGE □□□□□ TO -----, PRESS START.
   ```

4. **Enter the new account number.**
5. **Press the START key.**
   - If a number that is already assigned is entered, the message "THIS NUMBER IS ALREADY USED." will appear. Another number must be chosen.
6. **To change other account numbers, repeat steps 2 to 5. Press the PROGRAM key to exit the program.**

### To display all assigned account numbers

1. **Press key 4.**
   - The following message will appear.

   ```
   ACCOUNT NUMBER DISPLAY (PAGE 1)
   TO SEE PAGE 2: PRESS ➡ KEY.
   ```

2. **If you want to see the next display, press the SCROLL DISPLAY key.**

## P16 Account Limit Setting

Program P16 is used to set the maximum number of copies which can be made against an assigned account number.
When P16 is entered, the following message will appear.

```
P16: ACCOUNT LIMIT SETTING
 1.LIMIT.          2.CANCEL LIMIT.
```

### To set a limit

1. **Press key 1.**
   - The following message will appear.

   ```
   INPUT AN ACCOUNT NUMBER TO BE LIMITED.
   ACCOUNT # -----, PRESS START.
   ```

2. **Enter the account number to be limited.**
3. **Press the START key.**
   - The following message will appear.

   ```
   INPUT AN UPPER LIMIT FOR ACCOUNT.
   AND PRESS START.
   ACCOUNT NUMBER        MAXIMUM COPY LIMIT
         □□□□□                   000,000
   ```

4. **Enter the upper limit for the account.**
5. **Press the START key.**
6. **To limit other accounts, repeat steps 2 to 5. Press the PROGRAM key to exit the program.**

### To cancel a limit

1. **Press key 2.**
   - The following message will appear.

```
NO LIMIT:    1.ALL ACCOUNTS MODE.
             2.INDIVIDUAL ACCOUNT MODE.
```

2. **Press key 2 again.**
   - The following message will appear.

```
ACCOUNT NUMBER.      -----
PRESS START TO CANCEL LIMIT.
```

3. **Enter the account number for which the limit is to be cancelled.**
4. **Press the START key.**
5. **To cancel other account limits, repeat steps 3 and 4. Press the PROGRAM key to exit the program.**

### To cancel all limits

1. **Press key 2.**
2. **Press key 1.**

## P18 Account Number Security

Program P18 is used to prevent users from gaining access to accounts by entering code numbers by trial and error. If P18 is selected and an operator enters three successive invalid account numbers, the copier will not accept another number for one minute and the message "PLEASE SEE YOUR KEY OPERATOR FOR ASSISTANCE." will appear.
When P18 is entered, the following message will appear.

```
P18: ACCOUNT NUMBER SECURITY.
MESSAGE REQUIRED WHEN 3 SUCCESSIVE
INPUT ERRORS ARE MADE FOR ACCOUNT?
 1.YES              2.NO
```

**Select either yes or no using the 10-key pad.**

## P19 Key Operator Code Number Change

See page 66, KEY OPERATOR CODE NUMBER.

## P20 Auto Exposure Adjust

Use P20 to lighten or darken copies in the automatic exposure mode. The factory setting is "NORMAL."
When P20 is entered, the following message will appear.

```
P20: AUTO EXPOSURE ADJUST.
 1.LIGHTEST    2.LIGHTER      3.NORMAL
 4.DARKER      5.DARKEST
```

**Select the desired exposure level using the 10-key pad.**

## P21 Power Save Mode

The power save mode will automatically turn off the power to the copier after a length of time has elapsed from the time the copier was turned on. Use P21 to select the mode and to set the time interval. The interval can be set for up to 24 hours in 10 minute increments.
When P21 is entered, the following message will appear.

```
P21: POWER UP TIMER.
SET THE TIME INTERVAL FOR POWER UP
  0:00 (0:10 - 24:00)
AND PRESS START.
TO CANCEL PRESS C KEY.
```

### To set an interval

1. **Enter the time interval using the 10-key pad.**
2. **Press the START key.**

### To cancel the power save mode

1. **Press the clear key.**
2. **Press the START key.**

## P22 Toner Save Mode

The toner save mode will reduce toner consumption by approximately 10%. Copies will be lighter but still adequate for general use. When this mode is selected, the automatic and manual exposure modes and the photo mode are unaffected.
When P22 is entered, the following message will appear.

```
P22: TONER SAVE MODE.
 1.YES          2.NO
```

**Select either yes or no using the 10-key pad.**

## P23 Auto Clear Setting

Use P23 to set the time interval to return the copier to the initial settings after the last copy of a run has been completed. The time can be set from 10 to 240 seconds in 10 second increments.
When P23 is entered, the following message will appear.

```
P23: AUTO CLEAR SETTING.
SET THE TIME FOR AUTO CLEAR.          60
(10 TO 240 SECONDS) PRESS START.
```

1. **Set the desired time interval using the 10-key pad.**
2. **Press the START key.**

## P24 Add or Change Extra Presets

Two extra preset copy ratios can be added within both the reduction range (50% to 99%) and the enlargement range (101% to 200%). Only added preset copy ratios can be changed. The standard preset copy ratios are fixed in memory and cannot be changed.
When P24 is entered, the following message will appear.

```
P24: ADD OR CHANGE EXTRA PRESETS.
PRESS EITHER THE REDUCTION OR
ENLARGEMENT KEY.
```

1. **Press either the reduction or enlargement key depending on the extra preset copy ratio to be set.**
   - The following message will appear.

```
SELECT THE RATIO TO BE ADDED OR
CHANGED.
1.---%          2.---%
```

2. **Press key 1 or 2.**
   - The following message will appear.

```
USE ZOOM KEY TO SELECT NEW PRESET.
PRESENT  ---%,    NEW  ---%,
PRESS START.
```

3. **Enter the desired copy ratio using the ZOOM key.**
4. **Press the START key.**
5. **To add or change other extra preset copy ratios, repeat steps 2 to 4. Press the PROGRAM key to exit the program.**
   - To cancel extra preset copy ratios, skip step 3 and go straight to step 4.

## P25 Limit of Maximum Copies Selected

Use P25 to limit the maximum copy number which can be input on the copy quantity display per copy run.
When P25 is entered, the following message will appear.

```
P25: LIMIT OF MAXIMUM COPIES SELECTED.
ENTER THE NUMBER AND PRESS START.
                                    999
```

**Input the number using the 10-key pad and press the START key.**

## P26 Initial Margin Shift Setting

Set the initial margin shift value with this program.
When P26 is entered, the following message will appear.

```
P26: INITIAL MARGIN SHIFT SETTING.
```

| SIDE 1 | |
|---|---|
| AMOUNT | PUSH |
| 0 | 1 |
| 3mm | 2 |
| 6mm | 3 |
| 9mm | 4 |
| 12mm | 5 |
| 15mm | 6 |

| SIDE 2 | |
|---|---|
| AMOUNT | PUSH |
| 0 | 1 |
| 3mm | 2 |
| 6mm | 3 |
| 9mm | 4 |
| 12mm | 5 |
| 15mm | 6 |

**Select the desired values for front and back sides using the 10-key pad.**

## P27 Erase Area Adjustment

Set the amount of the erase area.
When P27 is entered, the following message will appear.

```
P27: ERASE AREA ADJUSTMENT.
FOR EDGE ERASE MODE.
 1.6 - 12mm          2.12 - 18mm
```

**Press key 1 or 2 as desired.**

## P28 Initial Status Setting

The copier will assume the initial settings when it is turned on, when the CLEAR ALL key is pressed, or when the auto clear interval has elapsed after a copy run. Use P28 to establish the initial settings.
When P28 is entered, the following message will appear.

```
P28: INITIAL STATUS SETTING.
PROGRAM DESIRED INITIAL STATUS AND
PRESS START.
```

**To establish new initial status settings**

1. **Make all initial selections on the operation panel.**
2. **Press the START key.**

**To return to the factory set initial status settings**

1. **Press the clear key.**
2. **Press the START key.**

## P29 Total Copy Count

Program P29 is used to display the total copy counts of the copier, RADF, duplex module, and staple sorter.
When P29 is entered, the following message will appear.

```
P29: TOTAL COPY COUNT.
COPIES: 00,000,000
RADF:   00,000,000
DUPLEX: 00,000,000
STAPLER:00,000,000
```

**The total counts for all units in use will be displayed.**

## P30 Auto Repeat

Program P30 sets and clears the auto repeat function. When P30 is entered, the following message will appear.

```
P30: AUTO REPEAT
1.YES      2.NO
```

**Select either yes or no using the 10-key pad.**

## P45 Message Time Setting

Program P45 sets the length of time that messages are displayed in the range of 1 to 12 seconds in 1 second increments.
When P45 is entered, the following message will appear.

```
P45: MESSAGE TIME SETTING
SET THE TIME FOR MESSAGES.          6
(1 TO 12 SECONDS) PRESS START.
```

**Set the time using the 10-key pad and press the START key.**

## P70 Disabling of Auto Paper Selection

Program P70 is used to prevent automatic paper selection. When disabled, the copier will not automatically select a paper tray containing paper that matches the size of the originals placed on the document glass or in the RADF.
When P70 is entered, the following message will appear.

```
P70: DISABLING OF AUTO PAPER SELECTION.
 1.YES              2.NO
```

**Select either yes or no using the 10-key pad.**

## P71 Disabling of Auto Tray Switching

Program P71 prevents automatic switching between the paper trays.
When P71 is entered, the following message will appear.

```
P71: DISABLING OF AUTO TRAY SWITCHING
 1.YES              2.NO
```

**To disable auto tray switching, press key 1.**
**To restore auto tray switching, press key 2.**

## P72 Manual Feed Tray Prohibited in Duplex Copy

Program P72 is used to disable the use of the manual feed tray when making the duplex copies.
When P72 is entered, the following message will appear.

```
P72: MANUAL FEED TRAY PROHIBITED
IN DUPLEX COPY.
 1.YES              2.NO
```

**Press key 1 or 2 for selection.**

## P73 Disabling of Job Program Changing

Program P73 is used to prevent stored programs from being altered.
When P73 is entered, the following message will appear.

```
P73: DISABLING OF JOB PROGRAM CHANGING.
 1.YES              2.NO
```

**To prevent job programs stored in memory from being erased or altered, press key 1.**
**To allow alteration, press key 2.**

## P74 Disabling of Document Feeder

Program P74 is used to prevent the use of the optional RADF when it malfunctions.
When P74 is entered, the following message will appear.

```
P74: DISABLING OF DOCUMENT FEEDER.
 1.YES              2.NO
```

**To prohibit the use of the RADF, press key 1.**
**To enable the use of the RADF, press key 2.**

## P75 Disabling of Duplex Copying

Program P75 is used to enable or disable the optional duplex system. If a malfunction occurs within the duplex system of the Copier, the system can be disabled until it is serviced and operation is restored. The rest of the Copier in the meantime will remain operable.
When P75 is entered, the following message will appear.

```
P75: DISABLING OF DUPLEX COPYING.
 1.YES                2.NO
```

**To disable the duplex system, press key 1.**
**To enable the duplex system, press key 2.**

## P76 Disabling of Stapler

Program P76 is used to enable or disable the stapler of the optional staple sorter. If the stapler malfunctions, it can be disabled to prevent further malfunction or possible damage to the stapler until it can be serviced.
When P76 is entered, the following message will appear.

```
P76: DISABLING OF STAPLER.
 1.YES                2.NO
```

**To disable the stapler, press key 1.**
**To enable the stapler, press key 2.**

## P77 Disabling of Covers

Program P77 is used to prevent the selection of COVERS mode.
When P77 is entered, the following message will appear.

```
P77: DISABLING OF COVERS
 1.YES                2.NO
```

**To disable the COVERS mode, press key 1.**
**To restore the mode, press key 2.**

## P90 Display the List of All P Codes

Program P90 is used to sequentially display all programs.
The ● indicates programs that are currently selected with settings entered to them.
When P90 is entered, the following message will appear.
If the optional Card Counter (SF-EA11) or Auditor (SF-EA12) is installed, programs 10, 11, 13, 14 and 16 will not be displayed.

```
P90: DISPLAY THE LIST OF ALL P CODES.
TO SCROLL DISPLAY: PRESS ➡KEY. TO RUN
AN INDICATED PROGRAM: PRESS START.
 ●  P10 : AUDITING MODE
    P11 : COPIES BY ACCOUNT
    P13 : BILLING CLEAR MODE
```

1. **Press the SCROLL DISPLAY key to see the next message.**
   - Each additional press of the SCROLL DISPLAY key will advance the message display through the list of programs starting with P10.
2. **To enter a program that is highlighted, press the START key.**
3. **Press the PROGRAM key to exit the program.**

# KEY OPERATOR ASSISTANCE CALL

When the copier is in need of service or care not usually performed by casual operators, the copier will stop and the following message will appear.

| Message | Remedy |
|---|---|
| DUPLEX SYSTEM IS OUT OF SERVICE. | Use key operator program P75 to prevent the use of the duplex system. Contact your authorised Sharp Service Centre for service. |
| DEVELOPER IS REQUIRED. | The developer should be replaced. DEVELOPER REPLACEMENT SHOULD ONLY BE DONE BY AN AUTHORISED SHARP SERVICE TECHNICIAN. Contact your Service Centre as soon as possible. |
| MAINTENANCE REQUIRED. | Service by an authorised Sharp Service Technician is required. Contact your Service Centre as soon as possible. |
| CALL FOR SERVICE. | With this message, an alphanumeric code will appear on the copy quantity display to indicate a malfunction has occurred which cannot be corrected by the key operator. Contact your authorised Sharp Service Centre for service. Be sure to report the alphanumeric code information as this will enable the Service Centre to prepare to correct the malfunction associated with the code. |

# KEY OPERATOR CODE NUMBER: FACTORY SETTING

The following is the factory setting of the Key Operator Code Number, which must be used to access the Key Operator Program.

**Factory setting = 00000**

This number must be entered when accessing the Key Operator Program for the first time. (See page 66.)

NOTE:
The Key Operator Code Number is an important security number allowing the Key Operator to configure the copier's functions and auditor's settings.
You should register your own code number -- different from the factory setting above -- immediately after your copier is installed.

★ *KEY OPERATOR*
*Detach this page and store it in a safe place.*

Required in IEC-950 (EN 60 950) - Europe

- The equipment should be installed near an accessible socket outlet for easy disconnection.

Required in Appendix ZB of BS 7002 (En 60 950) — United Kingdom

## MAINS PLUG WIRING INSTRUCTIONS

The mains lead of this equipment is already fitted with a mains plug which is either a non-rewireable (moulded) or a rewireable type. Should the fuse need to be replaced, a BSI or ASTA approved fuse to BS1362 marked or and of the same rating as the one removed from the plug must be used.

Always refit the fuse cover after replacing the fuse on the moulded plug. Never use the plug without the fuse cover fitted.

In the unlikely event of the socket outlet in your home not being compatible with the plug supplied either cut-off the moulded plug (if this type is fitted) or remove by undoing the screws if a rewireable plug is fitted and fit an appropriate type observing the wiring code below.

**DANGER:** The fuse should be removed from the cut-off plug and the plug destroyed immediately and disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted elsewhere into a 13A socket outlet as a serious electric shock may occur.

To fit an appropriate plug to the mains lead, follow the instructions below:

**IMPORTANT:** The wires in this mains lead are coloured in accordance with the following code:

| | |
|---|---|
| **GREEN-AND-YELLOW:** | **Earth** |
| **BLUE:** | **Neutral** |
| **BROWN:** | **Live** |

As the colours of the wires in this mains lead may not correspond with coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured **GREEN-AND YELLOW** must be connected to the terminal in the plug which is marked with the letter **E**, or by the safety earth symbol ⏚ , or coloured green or green-and-yellow.

The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black.

The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

If you have any doubt, consult a qualified electrician.

WARNING: THIS APPARATUS MUST BE EARTHED.